

**Army Regulation 1-75  
SECNAVINST 4900.49  
AFJI 16-104**

**Administration**

# **Administrative and Logistical Support of Overseas Security Assistance Organizations (SAOs)**

**Headquarters  
Department of the Army,  
the Navy, and the Air Force  
Washington, DC  
27 March 2000**

Report Documentation Page		
<b>Report Date</b> 27 Mar 2000	<b>Report Type</b> N/A	<b>Dates Covered (from... to)</b> - -
<b>Title and Subtitle</b> Administration: Administrative and Logistical Support of Overseas Security Assistance Organizations (SAOs)		<b>Contract Number</b>
		<b>Grant Number</b>
		<b>Program Element Number</b>
<b>Author(s)</b>		<b>Project Number</b>
		<b>Task Number</b>
		<b>Work Unit Number</b>
<b>Performing Organization Name(s) and Address(es)</b> Department of the Army, Navy, and the Air Force Headquarters Washington, DC		<b>Performing Organization Report Number</b>
<b>Sponsoring/Monitoring Agency Name(s) and Address(es)</b>		<b>Sponsor/Monitor's Acronym(s)</b>
		<b>Sponsor/Monitor's Report Number(s)</b>
<b>Distribution/Availability Statement</b> Approved for public release, distribution unlimited		
<b>Supplementary Notes</b>		
<b>Abstract</b>		
<b>Subject Terms</b>		
<b>Report Classification</b> unclassified		<b>Classification of this page</b> unclassified
<b>Classification of Abstract</b> unclassified		<b>Limitation of Abstract</b> UU
<b>Number of Pages</b> 56		

**This page intentionally left blank.**

**Headquarters  
Department of the Army,  
the Navy, and the Air Force  
Washington, DC  
27 March 2000**

**\*Army Regulation 1-75  
\*SECNAVINST 4900.49  
\*AFJI 16-104  
Effective 06 April 2000**

**Administration**

**Administrative and Logistical Support of Overseas Security Assistance Organizations (SAOs)**

---

By Order of the Secretary of the Army:

ERIC K. SHINSEKI

*General, United States Army  
Chief of Staff*

Official:



JOEL B. HUDSON

*Administrative Assistant to the  
Secretary of the Army*

By Order of the Secretary of  
the Navy:

JOHN H. DALTON

*Secretary of the Navy*

By Order of the Secretary of  
the Air Force:

MICHAEL E. RYAN

*General, USAF  
Chief of Staff*

**History.** This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

**Summary.** This regulation implements DOD Directive 5132.3 and supplements DOD 5105.38-M. This revision updates the regulation due to legislative changes to the Foreign Assistance Act of 1961, the Arms Export Control Act, and internal DOD policy. The revision also incorporates changes involving the activities supporting security assistance organizations. This regulation assigns responsibilities and provides guidance for assignment of personnel to security assistance organizations; morale, welfare, and recreational activities of security assistance organization personnel; development of the security assistance organization budget and fiscal procedures; preparation of Joint Tables of Allowances; and settlement of Foreign Military Sales claims of foreign governments against security assistance organization personnel.

**Applicability.** This regulation applies to the Active Army.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Under Secretary of the Army (International Affairs). The proponent has the authority to approve exceptions to this publication that are consistent with controlling law and regulation. Proponents may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

**Army management control process.** This regulation contains management control provisions, but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DUSA-IA-DSA-A), Washington, DC 20310-0102.

---

\*This regulation supersedes AR 1-75, dated 10 October 1989.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DUSA-IA-DSA-A), Washington, DC 20310-0102. Air Force organizations should send suggested changes to AFAAO, 1080 Air Force Pentagon, Washington, DC 20330-1080.

**Distribution.** *Army:* This publication is available in electronic media only and is intended for command level D for Active Army. This publication is not intended for ARNG or USAR.

---

*Navy:* SNDL A1 (SECNAV) A2A (JAG) A5 (NAVPERS) A6 (Hq; USMC) B5 (USCG) 21A (CINCs) 23A (COMUSNAVCENT) 50A (Unified Commands) 50D (Components of Unified Commands) C5 (MAAGs) C6 (Security Assistance Augmentation Element and Military Groups) C7 (U.S. DAOs) D3A (Navy IPO) FKA1 (Systems Commands) FKM13 (NAVICP Mechanicsburg, PA) FKM15 (NAVICP Philadelphia, PA) FKP1H (NAVORDCEN IMSD) Copy to: A3 (CNO) (N41)

*Air Force:* F

*Table of Contents*

<b>Chapter 1 .....</b>	<b>6</b>
<b>Introduction.....</b>	<b>6</b>
1-1. Purpose .....	6
1-2. References.....	6
1-3. Explanation of abbreviations and terms. ....	6
1-4. Responsibilities .....	6
1-5. Postal and courier services .....	7
1-6. Records management.....	8
<b>Chapter 2 .....</b>	<b>9</b>
<b>Security Assistance Manning .....</b>	<b>9</b>
2-1. Legal authority.....	9
2-2. Security assistance manning criteria.....	9
2-3. Security assistance manpower functions .....	9
2-4. Joint Manpower Program.....	10
2-5. Excess personnel .....	10
2-6. Requisitioning personnel.....	11
2-7. Foreign awards and gifts.....	11
<b>Chapter 3 .....</b>	<b>12</b>
<b>Morale, Welfare, and Recreation (MWR)(Health Services, Education, and Housing).....</b>	<b>12</b>
3-1. MWR activities.....	12
3-2. Environmental and morale leave travel.....	12
3-3. Emergency leave.....	13
3-4. Commissary facilities .....	13
3-5. Health Services .....	13
3-6. Voluntary education programs.....	15
3-7. Housing for Security Assistance Office personnel .....	15
3-8. Purchase of vehicles.....	16
3-9. Domicile to duty transportation .....	16
3-10. Department of Defense Dependents School .....	17
<b>Chapter 4 .....</b>	<b>17</b>
<b>Budget and Fiscal Support .....</b>	<b>17</b>
4-1. Budget, accounting, and financial support.....	17
4-2. Administrative and logistical support charged to SAO administrative funds.....	19
4-3. Administrative and logistical support costs chargeable to MILDEP appropriations of the administrative agent.....	21
4-4. Administrative and logistical support costs chargeable to the appropriations of each MILDEP .....	21
4-5. Travel and transportation .....	22
4-6. Unified commands .....	22
4-7. Security Assistance Organizations representation funds .....	23
<b>Chapter 5 .....</b>	<b>23</b>
<b>Supply and Maintenance.....</b>	<b>23</b>
5-1. Joint Tables of Allowances (JTAs).....	23
5-2. Supply functions .....	24

5-3. Submission of JTAs .....	24
5-4. Use of other related authorization documents .....	26
5-5. Supply support .....	26
5-6. Requisitioning supplies and equipment.....	27
5-7. Authorization of additional items.....	28
5-8. Reimbursement for the operation of aircraft assigned to SAOs .....	28
5-9. Maintenance support of U.S. aircraft and other equipment .....	28
5-10. Property accounting and disposal.....	29
<b>Chapter 6 .....</b>	<b>29</b>
<b>    Foreign Military Sales Related and Other Claims .....</b>	<b>29</b>
<b>Appendix A .....</b>	<b>30</b>
<b>    References .....</b>	<b>30</b>
<i>Section I Required Publications .....</i>	<i>30</i>
<i>Section II Related Publications .....</i>	<i>30</i>
<i>Section III Prescribed Forms.....</i>	<i>36</i>
<i>Section IV Referenced Forms.....</i>	<i>36</i>
<b>Appendix B .....</b>	<b>37</b>
<b>    Instructions for Developing Joint Tables of Allowances .....</b>	<b>37</b>
<b>Appendix C .....</b>	<b>42</b>
<b>    Instructions for the Development of a Consolidated Joint Tables         of Allowances.....</b>	<b>42</b>
<b>Appendix D .....</b>	<b>45</b>
<b>    Instructions for the Development of a Change to a Joint Tables         of Allowances.....</b>	<b>45</b>
<b>Glossary .....</b>	<b>48</b>
<i>Section I Abbreviations.....</i>	<i>48</i>
<i>Section II Terms.....</i>	<i>51</i>
<i>Section III Special Abbreviations and Terms.....</i>	<i>53</i>
<b>Index .....</b>	<b>54</b>
<i>List of figures</i>	
Figure B-1. Sample format for a Joint Tables of Allowances.....	38
Figure B-1. Sample format for a Joint Tables of Allowances—Continued.....	39
Figure B-1. Sample format for a Joint Tables of Allowances—Continued.....	40
Figure B-1. Sample format for a Joint Tables of Allowances—Continued.....	41
Figure B-1. Sample format for a Joint Tables of Allowances—Continued.....	42
Figure C-2. Sample format for a consolidated Joint Tables of Allowances .....	44
Figure C-2. Sample format for a consolidated Joint Tables of Allowances— Continued.....	45
Figure D-1. Sample Change to Joint Tables of Allowances .....	47

# Summary of Change

AR 1-75/SECNAVINST 4900.49/AFJI 16-104

Administrative and Logistical Support of Overseas Security Assistance Organizations (SAOs)

This revision—

- Incorporates changes to internal DOD policy (paras 1-4a(1), 1-4b(3), 1-4d(1), 1-4d(3), 1-5, 2-3c(4), 2-4d, 2-6a, 3-1, 3-1a, 3-1b, 3-4c, 3-5c, 3-5f, 4-2a, 4-5a(5), 4-5a(6), 4-5a(7), 4-5b(4), 4-5d, 4-7f(2), and chap 6).
- Incorporates changes involving activities supporting SAOs (paras 3-9d, 4-1a, 5-5g(2), and 5-6d(2)(a)).

## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation prescribes policies, responsibilities, and procedures for the administrative and logistical support of organizations, teams, and individuals performing security assistance activities in overseas areas.

#### **1-2. References**

Required and related publications and referenced forms are listed in appendix A.

#### **1-3. Explanation of abbreviations and terms.**

Abbreviations and special terms used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

- a. Heads of the military departments (MILDEPs) will—
  - (1) Administer initial security assistance functions that are not the responsibility of the Commander in Chief, United States European Command (USCINCEUR), Commander-in-Chief, United States Pacific Command (USCINCPAC), Commander-in-Chief, United States Central Command (USCINCCENT), Commander-in-Chief, United States Southern Command (USCINCSO), and Commander-in-Chief, United States Atlantic Command (USACOM). Specific regions for which MILDEPs provide logistical and administrative support for overseas security assistance organizations (SAOs) are as follows:
    - (a) The Department of the Army (DA)—countries under USCINCEUR and USCINCSO (including Mexico).
    - (b) The Department of the Navy—countries under USCINCPAC (including Korea) and island countries in the Caribbean Basin under USCINCSO.
    - (c) The Department of the Air Force—countries under USCINCCENT.
  - (2) Ensure that the safeguarding and disclosing of security assistance information is consistent with DOD 5200.1-R and the National Disclosure Policy.
- b. Heads of all administrative agencies, within their agency's areas of responsibility will—
  - (1) Provide or arrange for administrative and logistical support chargeable to security assistance according to guidance from the Under Secretary of Defense for Policy and the Director, Defense Security Cooperation Agency (DSCA).
  - (2) Provide or arrange for administrative and logistical support not chargeable to security assistance but included in the agency's military functions appropriations budget. (See para 4-4.)
  - (3) Enter into interdepartmental, interagency, or interservice support agreements to obtain cost-effective support according to DOD Instruction 4000.19, and as supplemented by the MILDEP. Ensure that DD Form 1144 (Support Agreement) is completed and forwarded to the DOD data base in DOD Instruction 4000.19 and that changes required in the military functions appropriations budgets of the affected agencies are according to these documents.

- c. Commanders of unified commands will—
  - (1) Direct and supervise administrative and logistical support to SAOs and other personnel assigned to a country for security assistance purposes such as Technical Assistance Field Teams (TAFTs), Technical Assistance Teams (TATs), Extended Training Services Specialists (ETSSs), Mobile Training Teams (MTTs), Mobile Education Teams (METs), Language Training Detachments (LTDs), Weapon System Logistics Offices (WSLOs), Quality Assurance Teams (QATs), and Site Survey and Defense Requirements Survey Teams, in the unified command areas. This responsibility is subject to guidance from and coordination with the responsible administrative agency.
  - (2) Submit budget data required for administrative and logistical support of the SAOs.
  - (3) Direct the appropriate MILDEP to provide medical, education, and welfare services as outlined in chapter 3.
- d. Security Assistance Organization chiefs will—
  - (1) Perform functions in accordance with Section 515 of the Foreign Assistance Act (FAA) of 1961, as amended, DOD Directive 5132.3, DOD Directive 5105.47, and DOD 5105.38-M, as required.
  - (2) Submit administrative and logistical support requirements to the unified command in accordance with this regulation and guidance issued by the unified commands, MILDEPs, and the DSCA.
  - (3) Represent all DOD activities assigned to the SAO for administrative support on the International Cooperative Administrative Support Services (ICASS) Council; request only required administrative support; and, where required by the Unified Command, negotiate ICASS agreements for non-security assistance DOD activities assigned to the SAO for administrative support and coordinate billing/reimbursement requirements between the Department of State and DOD activities and parent commands.
  - (4) Ensure that ICASS financial charges to SAOs are prepared according to Foreign Service instructions CA-10025 and CA-10803.
  - (5) Provide the MILDEPs with current information on the following:
    - (a) Desired or required routing for travel and training for SAO and security assistance teams' personnel and their dependents.
    - (b) Movement of household goods, personal baggage, and privately owned vehicles.
- e. Heads of MILDEP component commands will provide administrative and logistical support to SAOs. If the MILDEP component command is not a MILDEP element of the administrative agency, the requested support will be provided in accordance with a written inter-Service support agreement between the MILDEP component command and the designated administrative agency. (See DOD Instruction 4000.19, as supplemented by the MILDEPs).

#### **1-5. Postal and courier services**

- a. Official and personal mail services are available to all DOD personnel assigned in foreign countries where the Military Postal Service (MPS) operates.

- b. DOD U.S. contractors, their U.S. citizen employees and accompanying family members, may be authorized to use the MPS when the appropriate major overseas commander determines, and the Military Postal Service Agency (MPSA) concurs, that the local civil postal service has a detrimental effect on the ability of the contractor to fulfill the contract. MPS support will be fully reimbursable by the host country or the contractor, will be provided only when the service will not increase the MPS manpower and facility requirements; and, will be limited to the country in which the contractor is performing and to the extent set forth in the contract. The contracting activity will submit the foregoing information to the appropriate overseas commander for concurrence and recommendation to the MPSA prior to signing the contract. Overseas mail transportation costs will be determined by the MPSA and billing for reimbursement will be accomplished by the Defense Business Operating Fund (DBOF). Reimbursement for local ground transportation of mail may be established by local supporting units.
  - c. Non-DOD U.S. Government agencies, their U.S. citizen employees and accompanying family members may be authorized to use the MPS from existing military post offices on a reimbursable basis, when the facilities and manpower are available to perform the additional workload, and there is no objection from the host country. Overseas mail transportation costs are determined by the MPSA and billing for reimbursement will be accomplished by DBOF. Reimbursement for local ground transportation of mail may be established by supporting units.
  - d. Foreign governments and foreign contractors are not permitted to use the MPS.
  - e. In countries where the MPS does not operate, SAOs may use the Department of State (DOS) diplomatic pouch service for official and personal mail. However, this must be coordinated and approved by the supporting DOS organization prior to use.
  - f. Policies concerning the establishment, operation, and use of military post offices may be found in DOD 4525.6-M, the DOD Postal Manual. Questions regarding the MPS may be forwarded to the Executive Director, Military Postal Service Agency, Suite 814, 2461 Eisenhower Avenue, Alexandria, Virginia 2331-0006.
  - g. All requirements for support by the Defense Courier Service (DCS) will be referred to the nearest DCS station or to the Director, DCS.

#### **1-6. Records management**

- a. Records management, documentation, and disposition will be in accordance with procedures established by the administrative agency and the unified command or by the MILDEP sponsoring an SAO.
- b. Requests for records management assistance will be referred to the unified command.
- c. Records management surveys will be accomplished by the unified command at least every 3 years according to administrative agency policies.

## **Chapter 2**

### **Security Assistance Manning**

#### **2-1. Legal authority**

Section 515 of the FAA authorizes the President to assign members of the armed forces to foreign countries to perform seven specified management and oversight functions for security assistance. When the number of U.S. military personnel exceeds six, a Presidential determination and report to Congress is required. Congress may authorize and the President may seek a waiver to increase the number of U.S. military personnel from six when there is a national interest. If the President seeks a waiver, Congress must be notified 30 days prior to the introduction of military personnel. Some countries are specifically authorized a U.S. military strength exceeding six by Section 515. Section 515 also requires that Congress be notified before introducing additional U.S. military personnel exceeding the number justified to Congress that fiscal year.

#### **2-2. Security assistance Manning criteria**

- a. Manning and function criteria are to be in accordance with chapter 3, DOD 5105.38-M. The functions of an SAO as a whole and each of its members must be primarily related to security assistance management, and SAO Manning must be justified on the security assistance duties to be performed. A manpower allocation will be funded by security assistance funds if 50 percent or more of the individual's time is spent performing security assistance management functions. Conversely, when an individual in a security assistance billet devotes the majority of time to activities that are not related to security assistance management, that position must be funded from another source.
- b. If direct advisory and training assistance is required by the host country for a specific purpose, it must be paid for by the host country and be provided by a security assistance team.

#### **2-3. Security assistance manpower functions**

The following agencies will perform security assistance manpower management functions under Section 515, FAA, DOD 5105.38-M, and DOD Directive 2055.3:

- a. The SAO will document in-country security assistance management manpower requirements and submit them through the Chief of Mission (for concurrence or comment) to the unified command.
- b. Unified commands will codify SAO manpower requirements into a corporate document called the SAO Joint Manpower Program (JMP). The unified command will forward the JMP to the Joint Staff (JS) J1 for review and staffing.
- c. Joint Staff functions include—
  - (1) Coordinating departmental review and recommendations on manpower requirements of the SAOs.
  - (2) Forwarding joint recommendations to the Director, DSCA, for approval and implementation of security assistance JMPs.
  - (3) Notifying the appropriate MILDEP of JMP approval and directing implementation upon receiving DSCA approval.
  - (4) Providing guidance to the unified commands on the format and procedures for processing JMPs and changes to JMPs in accordance with JCS MOP 75.

- d. DSCA will review all JS submissions on security assistance JMPs and coordinate them with the Department of State. The Director, DSCA, will then return an approved JMP to the JS.

#### **2-4. Joint Manpower Program**

- a. The approved JMP constitutes the manpower spaces authorized for each SAO. The JMP distinguishes between U.S. military, U.S. civilian, and direct-hire Foreign Service Nationals.
- b. All manpower spaces in the JMP except in countries under USCINCSO will be coded with one of the following:
  - (1) *BT—administration for security assistance programs.* (BTs are positions funded by SAO operating funds and have the security assistance program as their main activity.)
  - (2) *BR—SAO reimbursable.* (BRs are SAO positions in Saudi Arabia and Kuwait reimbursable by the host country.)
  - (3) *BO—non-SAO paid by other appropriations.* (BOs are personnel assigned in-country under the control of the chief of the SAO to perform non-security assistance functions. Accountability for these spaces is the responsibility of the benefiting agency.)
- c. Manpower spaces will be annotated to reflect grade; job skills; specialized training, education, and language qualifications; and the critical and joint duty assignment designation required for each position. Each position will also be annotated to identify key billets and will be identified in the remarks section with the code AA. Foreign area officer (FAO) positions for regional specialists will include both the appropriate regional additional skill identifier and language indicator code in accordance with Service regulations on position classification systems. Army FAO positions will also be validated for the appropriate civilian graduate degree.
- d. Effective dates for authorization document changes will be established in accordance with JCS MOP 75. Out of cycle requests for increases or decreases in manpower authorizations will be handled according to JCS MOP 75.

#### **2-5. Excess personnel**

- a. Security Assistance Organizations will not permanently employ personnel in excess of their manpower authorizations. Changes for all spaces, whether direct or indirect hire or through other hiring means, will be requested and approved or disapproved through revisions in the JMP. Manpower authorizations in excess of need will be immediately identified to the unified command and handled in close coordination with the MILDEPs. Requests for temporary overhires of civilian personnel not to exceed 6 months will be processed through the unified command.
- b. In accordance with Section 515, FAA, the use of reserves and national guard personnel for duty in SAOs is not permitted when it places military personnel in country in excess of the congressionally-approved security assistance manning levels and is not in consonance with rules governing the use of reserves or national guard personnel.

## **2-6. Requisitioning personnel**

The SAO will submit requisitions for Army, Navy, and Air Force military personnel through the unified commander to the appropriate MILDEP. All training requirements on security assistance personnel requisitions are governed by DOD Directive 2055.3, the JMP, and the job description/requisition submitted by the SAO to the unified command. The unified command will reconcile all training requirements with DODD 2055.3, the JMP, and job description before submitting the requisition to the furnishing MILDEP.

- a. The DA will follow the guidance in AR 614-185 and AR 61-200. The Department of the Air Force will use procedures in AFI 36-2110. The Department of the Navy will use OPNAVINST 1540.48A. Inquiries concerning the assignment of Navy, Marine Corps, Coast Guard personnel will be directed to the Director, Navy International Programs Office (Navy IPO), Crystal Gateway North, 1111 Jefferson Davis Highway, Arlington, Virginia 22202. Navy IPO will work closely with the placement officers at the Bureau of Naval Personnel, HQMC (MM), and HQCG (G-CPI) to ensure that JMP requirements are met.
- b. Requisitions must be submitted 10 months before the desired reporting date in addition to any language and professional training time required in accordance with the latest approved JMP requirements. If possible, station reports and billet descriptions supplementing JMPs should be submitted 10 months before training entry dates issued on the approved authorizations.
- c. Special instructions accompanying the requisitions must be complete and accurate to ensure that arriving personnel—
  - (1) Are fully qualified for the assignment.
  - (2) Have requisite en route training; for example, the Defense Institute of Security Assistance Management course, antiterrorism training, and regional orientation conducted by the MILDEP.
  - (3) Possess proper security clearances and passports, visas, and meet all requirements for entry into the country.
  - (4) Are informed of the requirements unique to the activity or geographical area of assignment.
- d. Requisitions for personnel shall clearly identify the functions the individual will perform at the SAO.
- e. Instructions will also include additional household goods, entitlements, and the dependent travel status codes.
- f. Chiefs of SAOs will submit requests for U.S. civilian personnel to the appropriate civilian personnel office. Non-U.S. civilian personnel are hired by the organization designated by the unified command or by the U.S. Embassy. Civilian personnel administrative services will be provided in accordance with local interservice support agreement based on applicable joint Armed Forces personnel servicing regulations.

## **2-7. Foreign awards and gifts**

- a. U.S. military and civilian personnel and their spouses and dependents assigned to security assistance activities or performing any duty in connection with such activities will not request or otherwise encourage a foreign gift or decoration. Whenever possible, personnel are obligated to refuse foreign gifts or decorations. (For exceptions to this policy, see DOD Directive 1005.13.)

- b. Personnel will not accept financial payment, compensation, or benefit from a foreign government or international organization.
- c. Participation in ceremonies involving awards is not authorized. To avoid embarrassment, the U.S. Ambassador will inform the host government officials at the highest level of the restriction in a and b above.

## **Chapter 3**

### **Morale, Welfare, and Recreation (MWR) (Health Services, Education, and Housing)**

#### **3-1. Morale, Welfare, Recreation activities**

Unified commanders will establish MWR facilities and activities for their SAO and security assistance team personnel according to agreements with host nations. General guidance on these matters is contained in DOD Instruction 1015.10. Specific policy for MWR is contained in AR 215-1 and OPNAVINST 1700.7D.

- a. MWR activities will be financed with appropriated and nonappropriated funds (NAFs) of the MILDEP operating the activities in which SAO personnel participate. The responsible MILDEP or administrative agent will provide support for MWR for SAO personnel regardless of the SAO's personnel Service identities. (See DOD Instruction 1015.10).
  - (1) As necessary, administrative agencies will establish MWR activities in their areas.
  - (2) SAO requests for support will be sent to the unified command according to the regulations of the SAO's administrative agency.
- b. Exchanges, open messes, motion picture theaters, and other morale, welfare, and recreational activities may be established and operated for the SAO by a MILDEP other than the designated administrative agency. These activities will be established by mutual agreement between the MILDEPs concerned with the approval of the appropriate unified command. Library support will be provided by the branch of Service indicated in DOD Instruction 1015.10, attachment 1, enclosure 11.
- c. Members of SAOs attached to U.S. Embassies may join embassy employee welfare cooperatives or associations at their own expense. SAO administrative funds will not be used to pay membership fees to social or recreational clubs.

#### **3-2. Environmental and morale leave travel**

- a. Where adverse environmental conditions exist that would offset the full benefit of ordinary leave programs, Environmental and Morale Leave (EML) programs may be instituted by unified commanders. U.S. military and civilian personnel and their dependents may, under the above circumstances, be provided space-available air transportation for the purpose of using leave at a more desirable location. (See DOD 4515.13-R, chap 6.) The funded EML program authorizes EML transportation for military personnel and command-sponsored dependents for one trip during a 2-year tour and two trips during a 3-year tour.

- b. Foreign Military Sales (FMS) — case-financed personnel in adverse environmental areas may be provided commercial transportation for EML. Funding of EML travel through FMS cases will be limited to security assistance military personnel at levels currently authorized by law, one trip per two-year tour and two trips per three-year tour. An assistance-in-kind EML program that brings the military program up to one trip per year and provides DOD civilian personnel with an equivalent program may supplement FMS-funded EML.

### **3-3. Emergency leave**

- a. Military members and their command-sponsored dependents who are granted emergency leave are authorized round-trip commercial transportation at Government expense, providing Government transportation is not reasonably available from overseas to the Continental United States (CONUS), Alaska, Hawaii, Puerto Rico, or possessions of the United States. This commercial air entitlement is limited to the nearest CONUS point of entry.
- b. Civilian members and their dependents, when bona fide immediate family emergencies arise, may use an Air Mobility Command (AMC) channel aircraft on a space-required basis. The individual involved will pay the cost of this transportation at the U.S. Government rate tariff to AMC. These individuals also have the option to travel on a nonreimbursable space-available basis on DOD-owned or DOD-controlled aircraft. (See DOD 4515.13-R, chap 6, table 6-1.)
- c. Commercial travel in connection with emergency leave will be performed at the expense of the civilian members for members and their dependents.

### **3-4. Commissary facilities**

The MILDEPs will determine requirements for commissary facilities for SAO personnel. The facilities will be established with the approval of the unified command. The facilities will be consistent with the terms of any agreement with the host nation.

- a. Existing commissary facilities will be made available to SAO personnel.
- b. SAO personnel may use State Department commissary facilities or join employee cooperatives at their own expense where there are no military commissaries and when authorized by the local U.S. Embassy.
- c. When the lack of local commissary facilities creates a hardship on the morale and welfare of DOD personnel, a petition for transportation of commissary goods or establishment of a commissary may be submitted. This petition should be directed to the OASD (9FMP), through the unified command and the Defense Commissary Agency (DeCA), in accordance with DOD 1330.17-R.
- d. Upon approval of petition for transportation of commissary goods, the unified command will arrange, through its administrative agent, for issuance of a commissary goods transportation accounting code to the SAO. Funding of this code should be in accordance with paragraph 4-3c.
- e. Any request for the establishment of local commissary facilities should consider all eligible patrons and should be processed through the unified command according to DOD Instruction 4000.19 and DOD Directive 1330.17. Before submitting the request, an analysis should be made of the economy and efficiency of providing local commissary support instead of cost of living allowances.

### **3-5. Health Services**

Health services functions and directives are listed below.

- a. *Unified commanders.* Unified commanders will provide or arrange for health services for SAOs in their areas. This function may be delegated to major component commanders. When major component commanders are tasked to provide staff medical visits and related services to the SAOs they will—
  - (1) Provide and fund these visits and health services in accordance with the command's policies.
  - (2) Prescribe supplemental instructions and guidance on medical services, including aeromedical transportation. Instructions for aeromedical transportation must be consistent with DOD 4515.13-R and OPNAVINST 4630.25C.
- b. *Command surgeons.* Command surgeons will provide periodic visits to SAOs that do not receive primary medical support from U.S. Government medical treatment facilities. SAO personnel will be advised about sanitation, health, and related matters and given adequate medical consultation and treatment.
- c. *Health service directives.* Health services will be provided to U.S. military and civilian personnel, their dependents, and other persons as authorized by the administrative agency. The following directives provide guidance in this area.
  - (1) AR 40-121.
  - (2) AR 40-3.
  - (3) AFH 4-114.
  - (4) DOD 6010.8-R.
  - (5) AFI 41-115.
- d. *Medical and dental conditions.* Military departments (MILDEPs) will ensure that members assigned to SAOs and their dependents that accompany them receive complete medical and dental examinations before departure to and after return from the SAO duty station. The following rules must be enforced if a member or dependent has a medical condition:
  - (1) Members and dependents with a history of psychiatric problems, alcohol or drug abuse, or other potentially disqualifying ailments will not be assigned to SAOs.
  - (2) Members and dependents who require specialized medicine or access to educational facilities and services will not be assigned to SAOs. An exception can be made if the administrative agency of the MILDEP determines that adequate facilities and services are available in the city of assignment. Assignments should conform to policies contained in DOD Instruction 1010.13.
  - (3) Members and dependents having medical conditions that would be aggravated or worsened because of climatic, environmental, or endemic disease hazards will not be assigned to SAOs without written Service medical waivers.

- e. *Emergency medical and dental services.* If SAO members or their dependents have medical or dental problems requiring immediate attention, certification must be obtained from the SAO commander. This certification must be based on the determination of the local medical officer or U.S. Embassy nurse. SAO administrative funds or FMS case funds may be used to pay for transportation to the nearest aeromedical evacuation center or to the nearest facility that can provide adequate care. SAO administrative funds or FMS case funds will not be used to pay transportation costs for routine medical or dental services. Transportation for Service-required medical and physical examination actions will be paid by the MILDEPs.
- f. *Safety program directives.* Requirements of the Occupational Safety and Health Act of 1970 for the safety and health of personnel and the reporting of accidents are included in the following safety program directives:
  - (1) AR 385-10.
  - (2) AR 385-40.
  - (3) OPNAVINST 5100.8G.
  - (4) OPNAVINST 5102.1C.
  - (5) AFI 91-204.
  - (6) AFI 91-301.
  - (7) AFPAM 91-211.

### **3-6. Voluntary education programs**

Voluntary education (VE) programs will be provided in accordance with AR 621-5, CNET Instruction 1560.3D, and AFI 36-2306. Commanders of unified commands will provide appropriate VE services for active duty personnel. Generally, SAOs will be supported by the nearest Service for educational services. Information on academic testing may be obtained from the Director, Defense Activity for Nontraditional Education Support, Pensacola, FL 32509.

### **3-7. Housing for Security Assistance Office personnel**

The basic policy in DOD Directive 4165.63 is to assure that housing is available for personnel of the MILDEP and Defense agencies including SAO personnel stationed overseas.

- a. Housing will be obtained by using the existing quarters and overseas housing allowance (OHA) system. Housing is available to personnel through private rental or U.S. Government lease arrangements. Inadequate or unrealistic OHAs are not sufficient justification for requesting Government leasing. SAOs should inform the Per Diem Travel and Transportation Allowance Committee of perceived insufficient OHA and request an adjustment. If, after the committee's review, the overseas housing allowances remain inadequate and continue to create a hardship, personnel may submit a request for a U.S. Government paid lease.
- b. Joint Federal Trade Regulation, Appendix M, contains reporting schedules for travel and station per diem allowances by country. Calculations for determining the average cost of leasing and rentals used by the Per Diem Committee for determining OHA are usually made twice annually for rents and annually for utility and recurring maintenance and initial and terminal occupancy costs.

- c. All leases for SAO members will be reviewed by the local U.S. Embassy inter-agency housing board to ensure that the standards and criteria in DOD and State Department housing instructions and directives are followed. Exceptions to the above are foreign government paid-leases. Requests for government paid-leases must be approved by the local U.S. Embassy interagency board before approval by the unified commander or DSCA.
- d. In any one of the following special situations, U.S. Government-leased housing may be approved as an exception to DOD 4165.63-M:
  - (1) Housing surveys, conducted in accordance with DOD 4165.63-M, reflect deficits (excluding the "excess cost" condition), and economic analyses, conducted according to DOD Instruction 7041.3, indicate leasing to be the preferred alternative.
  - (2) Special command positions listed in DOD Directive 1100.12 are involved.
  - (3) Local customs require advance rental payments for a period exceeding 1 month beyond the period for which an individual may receive advances of pay and allowances.
  - (4) Local restrictions prevent individual leases to foreign nationals.
- e. Government-leased housing should comply with the standards in DOD 4165.63-M.

### **3-8. Purchase of vehicles**

Security Assistance Offices must consider the following when purchasing or leasing a vehicle:

- a. SAO administrative funds will not be used to finance the purchase, sale, long-term lease, exchange, or guarantee of a sale of motor vehicles unless these motor vehicles are manufactured in the United States. Requests for exception to this policy should be submitted through the unified commander to DSCA.
- b. Passenger motor vehicles used for administrative purposes outside of the United States may be purchased for replacement use only.

### **3-9. Domicile to duty transportation**

- a. Public Law 99-550 (31 USC 1344), which was passed in October 1986, is the sole source authority for the use of Government transportation for domicile to duty (DTD) transportation, unless other specific statutory authority authorizes such transportation and specifically states that it is an exception to Public Law 99-550. DTD transportation may be authorized by the Secretary of Defense (SECDEF) only when—
  - (1) Highly unusual circumstances present a clear and present danger; for example, the threat of a terrorist attack.
  - (2) An emergency exists.
  - (3) The employee is performing fieldwork requiring that employee's presence at various locations that are a significant distance from that employee's place of employment.
  - (4) Other compelling operational considerations make such transportation essential to the conduct of official business.
- b. When DTD transportation is required for one of the above reasons, the SECDEF must approve the written determination, which shall contain the following information:

- (1) The name (or other identification, if confidential) and the title of the individual. For fieldwork, the biennial renewals of the determination for fieldwork are granted by position rather than by name and approved by the SECDEF. When authorized, such transportation should be provided only on days when the individual actually performs fieldwork.
- (2) The reason for the determination.
- (3) The anticipated duration of the authorization.

- c. For other than fieldwork, the initial approval is normally for 15 calendar days. If circumstances continue, the SECDEF may approve consecutive 90-calendar day extensions as the situation warrants.
- d. Unified commanders will consolidate DTD transportation requests and forward message to the Joint Staff, J4 (JCS Washington DC//J4//), for subsequent approval by the SECDEF. However, in accordance with 10 U.S.C. 2637, the SECDEF has given overseas Unified Combatant Commanders authority to provide to the individuals listed below transportation in areas outside the United States, including DTD transportation, where it is determined by the Unified Combatant Commander that public or private transportation is unsafe or unavailable (for example, terrorist activity, strikes, natural disasters, and so forth.)
  - (1) Members of the Uniformed Services.
  - (2) Federal employees under the jurisdiction of that commander.
  - (3) Spouses and dependents of such employees.

### **3-10. Department of Defense Dependents School**

Command-sponsored dependent students of DOD sponsors have the right to tuition-free education through the system. When Department of Defense Department Schools are not available, registration for admission to non-DOD tuition-free schools will be accomplished through the regional office of DODDS prior to enrollment. (Refer to DOD Directive 1342.13 for guidance.)

## **Chapter 4**

### **Budget and Fiscal Support**

DOD has authorized the MILDEPs to develop, review, and implement budget and fiscal procedures for the administrative and logistical support of SAOs. This authorization is in accordance with DSCA policy guidance.

#### **4-1. Budget, accounting, and financial support**

Accounting and financial support will be accomplished as follows:

- a. Defense Finance and Accounting Service (DFAS) will provide accounting support to SAOs or to other organizations assigned security assistance responsibilities. DSCA and MILDEPs will fund all costs associated with DFAS accounting support and will provide additional financial support as directed by the unified commands. When an SAO requires additional financial support, the unified command will make arrangements with the U.S. Embassy to provide this support. Unified commanders will also specify responsibilities for fund flow, accounting, disbursing, and fiscal reporting.

- b. Since Fiscal Year (FY) 1983, SAO operating costs have been financed using FMS administrative funds (account no. 8242) as the carrier account. The portion of SAO costs related to FY 81 and prior year FMF, the International Military Education and Training Program (IMETP), and other non-FMS security assistance efforts are financed by reimbursement of MAP funds into the FMS Trust Fund. This reimbursement is made at the DSCA level. The FMF and FMS shares of the total SAO worldwide costs are calculated by DSCA using the data provided in each SAO budget submission. The following rules will apply:
    - (1) *Operating costs.* Funds for operating costs of all SAOs will be allocated at DSCA direction. The Defense Finance and Accounting Service (DFAS) will allocate funds to the administrative agencies.
    - (2) *Representation costs.* Funds for representation costs will be included in the operating budget request for each SAO. The unified command annual representation fund ceiling for each SAO is identified in the approved annual funding program. This fund ceiling is issued by DSCA to the administrative agent for each geographic area. Individual SAO representation fund ceilings are part of a worldwide ceiling established by law. The unified command fund ceilings may not be exceeded.
    - (3) *Flying hour costs.* Flying hours will be allocated by DSCA, with input from MILDEP security assistance office, in coordination with the unified command, for SAO requirements. Flying-hour costs will be determined by the applicable MILDEP security assistance office and DSCA. Funding will be provided by DSCA to the appropriate administrative agency or to the Defense Intelligence Agency (DIA) for jointly used aircraft.
    - (4) *State Department costs.* Expenses for ICASS provided to SAOs by U.S. Embassies will be funded by DSCA. This funding will be done by allocating administrative funds to the State Department. SAO chiefs will ensure that the State Department ICASS agreement and charges are reviewed at least twice a year to be sure that charges are reasonable. They should also ensure that FMS case funded and O&M funded personnel are supported through their own ICASS agreements and not the SAO's.
- c. SAO budgets will be prepared in accordance with guidance contained in the annual DSCA budget call, DOD 5105.38-M, chapter 13, and other DSCA or unified command guidelines. Unified commands will review, determine the adequacy of, and revise and consolidate SAO budgets from countries in the command's area of responsibility. Unified commands will forward these budgets to DSCA and provide an information copy to the administrative agency.
- d. Unified commands and SAOs will follow the accounting procedures of their administrative agencies or of other uniformed services as designated by DSCA or their administrative agencies. The Army Regulation 37 series accounting procedures will be followed in the United States European Command (USEUCOM) and United States Southern Command (USSOUTHCOM). The NAVCOMPT Manual (NAVSO P-1000.3) will be used in the PACOM and the Caribbean Basin areas. The Air Force 65 series will be followed by USCENTCOM. Security Assistance Offices supported by U.S. Embassy accounting and finance staffs may follow State Department procedures. All SAO and command organizations should adhere to the guidelines identified in DOD 5105.38-M.

- e. Military departments, which establish TAFTs or other FMS personnel service cases for overseas duty, will prescribe their own fiscal procedures. Military departments may also arrange for accounting and finance support with the administrative agency or the U.S. Embassy before deploying teams or personnel. Cost for ICASS provided by the State Department to FMS case funded activities must be charged to appropriate FMS cases.

#### **4-2. Administrative and logistical support charged to SAO administrative funds**

The administrative and logistical support costs listed in a through h below are chargeable to or reimbursable by the FMF appropriation for support of authorized FMF positions within headquarters and departmental activities. SAO administrative or FMS case funds will be used for SAOs and other organizations referred to in section II of the glossary that has security assistance responsibilities. Security Assistance Offices administrative funds will be charged only for those expenses directly related to or in the interest of security assistance. The entire costs indicated below (including the salaries of U.S. military personnel) of SAOs will be charged to or reimbursed by SAO administrative funds (according to the FAA, Section 515 (d)).

- a. *Military pay and allowances (SAOs only—Administrative account is not charged).* Salaries and allowances are based on composite standard military rate tables. Costs associated with teams are chargeable to the FMS cases.
- b. *Civilian compensation and benefits.* Civilian compensation and benefits include—
  - (1) Salaries and allowances for U.S. civilian personnel, prescribed in MILDEP civilian personnel regulations on civilian pay.
  - (2) Salaries and allowances of local national civilian personnel which are usually set by U.S. Embassy regulations.
- c. *Personnel travel.* Personnel travel includes—
  - (1) Permanent change of station (PCS) costs for assignment of U.S. military and civilian personnel, including authorized dependents, to and from SAO assignments. The controlling personnel office will determine if locally hired U.S. civilian personnel are authorized PCS costs.
  - (2) Temporary duty (TDY) travel costs of military civilian personnel, including TDY for proficiency training (for example, language) and training for skills peculiar to security assistance.
  - (3) Transportation costs of SAO personnel and their dependents for emergency medical and dental care, excluding travel to medical installations for medical examinations required by a MILDEP. (See para 3-5 and JFTR, para U5240-G, and JTR, Volume II, chaps 4 and 5). Make requests for transportation for other medical needs to the applicable MILDEP.
  - (4) Emergency leave in accordance with paragraph 3-3.
- d. *Transportation of goods.* Transportation of goods includes—
  - (1) Movement of mail and courier material beyond postal or courier facilities to security assistance team personnel and other units and personnel under the jurisdiction of an SAO chief.
  - (2) Drayage and transportation costs for the shipment of SAO supplies and equipment. See DOD 4500.32-R, Volume 2.
- e. *Utilities and rents.* Utilities and rents include—
  - (1) Utility services, including the costs of utility equipment, equipment spares, spare parts, and operating costs.

- (2) Rent for SAO offices, residential quarters (including authorized furnishings), real property, and other required facilities.
- f. *Communications.* Communication services include—
  - (1) SAO communication services (not including U.S. military operational requirements). This includes the cost for the purchase of communications equipment, equipment spares and the maintenance and operating costs of such equipment.
  - (2) Operations of DOD communication stations when their existence is for the sole purpose of servicing the SAO.
- g. *Other services.* The following services are also chargeable to or reimbursable by SAO administrative funds:
  - (1) Printing and reproduction.
  - (2) Purchased maintenance and contractual services.
  - (3) Repair and rehabilitation of U.S. Government-owned or leased facilities or facilities provided by the host government in support of SAO operations. This does not include new construction.
  - (4) Minor new construction of U.S. Government-owned facilities in support of SAO operations and new construction approved for FMF funding. (See FAA Section 636(c).)
  - (5) Vehicle maintenance.
  - (6) Authorized tuition-fee education costs. This includes transportation for dependents of U.S. military and civilian personnel assigned to SAOs. (See para 3-10.)
  - (7) All operating and maintenance costs for aircraft furnished and assigned to SAOs including petroleum, oils, and lubricants (POL); spare parts; contract repair; landing and parking fees; and deicing fees.
    - (a) Reimbursement will be made from SAO administrative funds or FMS case funds based on approved aircraft flying-hour rates or on the actual costs as determined by the MILDEP. Reimbursement will be made for nonsecurity assistance missions to include flights in support of FMS cases. (See para 5-9.)
    - (b) Crew per diem and pay and allowances are excluded since these costs are paid directly by SAO administrative or FMS case funds at the SAO or DSCA level.
    - (c) The costs of flying for other missions must be reimbursed as there is no legal basis to use aircraft assigned to SAOs for other than security assistance purposes. The SAO is responsible for completing DSAA Form 78-001 (Request for Revenue Traffic Aircraft) for these flights and forwarding it with a certification of actual flying hours to DSCA, Comptroller, Crystal Gateway North, 1111 Jefferson Davis Highway, Suite 303, Arlington, VA 22202-4306. An example of DSAA Form 78-001, which can be replicated for use by the SAOs, is shown in DOD 5105.38-M. Reimbursement of these costs will be collected by DSCA.
  - (8) Packing, crating, and the handling of supplies and equipment.
  - (9) Basic operating costs of medical facilities established specifically for SAO support.

- (10) MWR activities as authorized by the unified command. (See para 3-1, SAO only.)
- (11) Civilian clothing allowance for enlisted personnel. (See para 4-4f.)
- (12) Certain community service functions when approved in advance by DSCA.

*h. Supplies and equipment.* Supplies and equipment include—

- (1) Those authorized by and listed in the current expendable and nonexpendable common table of allowances (CTA), joint table of allowances (JTA), or other allowance lists that apply to the SAOs.
- (2) MILDEP publications required for SAO personnel.
- (3) Vehicle (except tactical-type vehicles) procurement O&M costs including transportation costs not included in the procurement price. See paragraph 3-8 concerning restrictions on procurement of foreign-manufactured vehicles.

#### **4-3. Administrative and logistical support costs chargeable to MILDEP appropriations of the administrative agent**

The following expenses are chargeable to the military functions appropriations or to the NAF of the administrative agent without reimbursement from SAO administrative funds:

- a. All administrative and logistical support for non-security assistance billets authorized and assigned within an SAO.
- b. Basic operating costs of medical facilities, except those facilities established specifically for SAO support.
- c. Recreation, welfare, commissary, and other morale services under the following conditions:
  - (1) When consistent with DOD Directive 1015.6, appropriated funds may supplement NAFs required for MWR activities of SAO personnel.
  - (2) Transportation of commissary goods to an SAO and operation of commissary retail facilities when approved according to paragraph 3-4.

#### **4-4. Administrative and logistical support costs chargeable to the appropriations of each MILDEP**

The following expenses are chargeable to military functions appropriations of the Army, Navy, Air Force, and Marine Corps for the support of military personnel assigned to SAOs. These expenses are not reimbursable from SAO administrative funds unless stated in a Letter of Offer and Acceptance (LOA) or similar contract. Chargeable expenses are as follows:

- a. Travel expenses to a station for tests of military specialty, proficiency (for example, language), and requalification.
- b. Travel expenses to medical installations for medical examinations required by the MILDEPs.
- c. Travel expenses to attend U.S. Army, Navy, Air Force, or other schools for training in skills not related to nor directly benefiting security assistance activities.
- d. Operational expenses of defense communication stations that are not for the sole purpose of servicing SAOs.
- e. Initial and maintenance clothing allowances for military personnel.
- f. Civilian clothing allowance for military personnel according to paragraph 5-5e. MILDEPs will obtain reimbursement from SAO funds for this expense.

- g. Organizational clothing and equipment expenses authorized for SAO personnel in support of security assistance billets.
- h. Expenses incurred during audits of SAOs and security assistance activities by MILDEP audit agencies. Audit expenses are not reimbursable from SAO administrative funds according to DOD internal audit policies as designated by the Office of the Assistant Secretary of Defense, Comptroller, in DOD Directive 5118.3.
- i. Foreign language proficiency pay.

#### **4-5. Travel and transportation**

- a. Travel for SAO U.S. military and civilian personnel and their dependents will be arranged according to—
  - (1) JTR, volume 2 (civilian personnel).
  - (2) JFTR (military personnel).
  - (3) DOD 4515.13-R and OPNAVINST 4630.25C.
  - (4) AR 55-46.
  - (5) AFI 24-101.
  - (6) AFI 24-201.
  - (7) AFI 36-3020.
- b. Transportation and documentation of personal property will be according to—
  - (1) DOD 4500.3-R.
  - (2) AR 55-71.
  - (3) NAVSUP Pub 490.
  - (4) JFTRJTRAFSUP
  - (5) DOD 4500.32-R.
- c. Reimbursement policies for services performed by the Air Mobility Command (AMC) are in DOD 4515.13-R and OPNAVINST 4630.25C.
- d. Procedural requirements in the use of and accounting for foreign currencies and assistance-in-kind (AIK) contributed by foreign governments are in AR 37-1.

#### **4-6. Unified commands**

In addition to the responsibilities outlined in paragraph 4-1, unified commands will assure the following:

- a. Assistance-in-kind support is provided by the host government and will not require reimbursement from DOD funds. (See DOD Instruction 2110.31.)
- b. Policies and procedures on contributed local currency in DOD Instruction 2110.31 and AR 37-1 are adhered to.
- c. Changes to the JMP or changes in the requirements after the budget submission will be made within budgeted resources. Instead of changes, supplemental budgets may be submitted through agency channels for approval.
- d. Property records will be maintained by the SAO or the unified command in accordance with regulations of the administrative agency for SAO vehicles, household furnishings, and office and morale and welfare equipment. Unified command inspector general teams should verify during SAO inspections that all inventory is listed in the property records. See paragraph 5-10.

#### **4-7. Security Assistance Organizations representation funds**

Security Assistance Organizations representation funds will be used to maintain the standing and prestige of the United States by extending official courtesies to certain dignitaries and officials of the United States and foreign countries. State Department guidance and policy on the use, accounting, and prohibitions for representation funds are in the Foreign Affairs Manual, section 340. DOD, pursuant to DODD 7250.13, prohibits the use of representational funds for the following:

- a. Expenses for retirement ceremonies for DOD civilian and military personnel. Exceptions are those official retirement ceremonies specifically approved in advance by the Secretary of Defense or the Deputy Secretary of Defense, the Secretaries of the MILDEPs, or the Chairman of the JCS.
- b. Expenses for classified projects or for intelligence purposes.
- c. Expenses only for entertainment of DOD personnel cited in DODD 7250.13, enclosure 1.
- d. Expenses connected with military or civilian conferences, conventions, or seminars including fees.
- e. Expenditures normally expected to be assumed as personal obligations. These include payment of membership fees or dues.
- f. Purchase of gifts, mementos, tokens, and calling or greeting cards. Exceptions are as follows:
  - (1) Floral wreaths authorized in connection with awards or dedication on occasions of national holidays in foreign countries.
  - (2) Mementos of a nominal cost used in connection with official ceremonies, dedications, or functions. Pursuant to DODD 7250.13, these mementos will not cost more than \$225.00 unless specifically approved in advance by the officials listed in a above.

### **Chapter 5**

### **Supply and Maintenance**

#### **5-1. Joint Tables of Allowances (JTAs)**

The guidance in this chapter pertains only to supply and maintenance (materiel, services, and funds) furnished to SAOs from U.S. military sources. This chapter does not pertain to support furnished by the State Department or host government sources. The provisions of existing joint State Department and DOD agreements that task U.S. embassies to provide administrative support to SAOs under the Department of State ICASS cost system take precedence over guidance in this regulation.

- a. Authorizations for equipment will be included in the appropriate JTA. Instructions for the development of JTAs and samples of the various types of JTA submissions are contained in appendix B of this regulation and are designated as follows:
  - (1) JTA for one SAO (fig B-1).
  - (2) Consolidated JTA (fig B-2).
  - (3) Change to a JTA (fig B-3).
- b. Authorizations for equipment in the Army, Navy, and Air Force CTA and table of allowances (TA) will not be duplicated in the JTA.
- c. Unified commanders may consolidate all or part of their SAOs under a consolidated JTA.

- d. The basis of issue (BOI) in AR 71-13, appendix E, will be used in the development of JTAs for all SAOs for which Army is the administrative agent.
- e. The written justification for equipment will be submitted in enough detail to permit a thorough and objective analysis. The amount of detail required in the justification varies, depending upon the importance of the item or its intended use.
- f. When the Army is the administrative agency for a JTA, commercial items will be handled in the following manner:
  - (1) Items costing \$5,000 or more (AR 71-13, para 2-42) that do not appear in SB 700-20, chapter 6, will be processed in accordance with AR 71-13, paragraph 2-42. These items will be listed in the JTA under the appropriate line item number (LIN) after the LIN is published in the SB 700-20.
  - (2) Items costing between \$50 and \$5,000 that are not identical to items authorized in CTAs and do not require type classification will, at the option of the SAO Chief, be included in the JTA without a LIN or will be documented only in the property book in accordance with AR 710-2. If these items are listed in the JTA, they should be listed after the line item numbered items under the heading "Commercially available items not requiring assignment of LIN in accordance with AR 71-13, paragraphs 2-44 and 2-45."
- g. When the Air Force is the administrative agency, commercial items will be requisitioned from Warner-Robins Air Logistics Center (WR-ALC/DSSCAA) in accordance with AFMAN 23-110V2CD.
- h. References and terminology that apply to only one MILDEP will be modified to make the JTA applicable for all MILDEPs. However, regulations and policies of the administrative agency responsible for the logistical support take precedence.

## 5-2. Supply functions

- a. Heads of administrative agencies will—
  - (1) Plan and arrange for supply support of designated SAOs.
  - (2) Ensure that SAOs have current JTAs providing the authority to requisition and retain items and quantities of equipment reflected in the JTA.
- b. Commanders of unified commands will—
  - (1) Monitor logistic support of the SAOs.
  - (2) Ensure the preparation and review of proposed JTAs submitted by the SAOs.
- c. Chiefs of SAOs will—
  - (1) Submit requests for JTA changes, including justification, to the unified command.
  - (2) Submit new or revised draft JTAs to the appropriate unified command—
    - (a) Every 2 years or instead of a fourth JTA change, whichever comes first.
    - (b) When directed by the unified commander.
  - (3) Request the required supplies in accordance with channels established by the administrative agency.

## 5-3. Submission of JTAs

SAOs will submit proposed changes, revisions, or establishments of JTAs to the unified command for review.

- a. Unified commands will—

- (1) Review each JTA or JTA change to ensure that equipment is appropriate and essential for the mission of the SAO. When necessary, comments should be obtained from local representatives of other MILDEPs.
- (2) Forward draft changes, revisions, or establishments of JTAs for technical review to the U.S. Army Force Management Support Agency, ATTN: FMS-SDATI, 9900 Belvoir Road, Suite 120, Ft. Belvoir, VA 22060-5578.
- (3) Include the following with the letter transmitting the JTA for technical review:
  - (a) A reproducible copy of the JMP. This copy will be used to verify the compatibility of equipment to personnel for items that are authorized based on numbers, grade, and military occupational specialty.
  - (b) A statement that personnel who can operate and maintain the equipment are available or are approved for future authorization.

b. The United States Army Force Management Support Agency will—

- (1) Forward a copy of the draft JTA change, revision, or establishment to the Director, Navy IPO for coordination of technical review and to the Air Force Materiel Command, Logistics Operations Center/CFSW, Wright Patterson AFB, OH 45433, for—
  - (a) Coordination of technical review.
  - (b) Service authentication.
  - (c) Service distribution.
  - (d) Service approval.
- (2) Accomplish technical review, to include compatibility of equipment, within 30 days from receipt of the JTA.
- (3) Obtain comments from U.S. Army commodity managers when applicable.
- (4) Prepare a joint authentication page (for Army, Navy, and Air Force) to be included as the last page of the draft JTA.
- (5) Forward a copy of the final draft JTA or JTA change to the Director, Navy IPO, for—
  - (a) Service authentication.
  - (b) Service distribution.
  - (c) Service approval.
  - (d) Return to USAIFSA within 30 days from receipt of the final draft JTA or JTA change.
- (6) Approve the JTA change, revision, or establishment.
- (7) Forward the final draft JTA or JTA change with necessary authentication and attachments (a) through (c) below to USAPA (JDHQSV-PAP), 2461 Eisenhower Ave., Alexandria, VA 22331-0302, for publication and distribution. The attachments are as follows:
  - (a) Three copies of draft JTA or JTA change.
  - (b) Two copies of the DA Form 260 (Request for Printing of Publication).
  - (c) One copy of the mailing addresses of units listed for distribution of the published JTA.

- (8) Send a copy of the approved JTA or JTA change and DA Form 2028 (stating technical JTA changes) to the unified command for information and requisition and/or procurement authority prior to distribution of the published JTA or JTA change.
- c. The U.S. Army Publishing Agency (USAPA) will date, publish, and distribute approved JTAs and JTA changes.

#### **5-4. Use of other related authorization documents**

- a. Other related authorization documents will be issued to SAOs by the MILDEPS without reimbursement from SAO administrative funds. These documents must be listed in the JTA so that the SAOs can use the items authorized by the appropriate BOI. (See fig B-1 (sample format), sec I, para 3.) Further documentation of these items in the JTA is not required or allowed. All SAOs that equip personnel of the appropriate MILDEPS with clothing and individual equipment must use the following authorization documents:
  - (1) Army—CTA 50-900.
  - (2) Navy—Naval Supply Systems Command Manual, paragraphs 25901 and 25902.
  - (3) Air Force—TA 016.
- b. Department of the Army training ammunition letters provide authorization for ammunition, and DA Pam 700-16 provides instructions for obtaining training ammunition. Department of the Army training ammunition letters will be reflected in the JTA when applicable.

#### **5-5. Supply support**

- a. The administrative agency will provide for the supply of all items authorized in JTAs except when current interdepartmental logistical agreements provide otherwise.
- b. Items peculiar to one MILDEP will be supplied by that department. These items are chargeable to SAO administrative funds, to FMS case funds for security assistance teams, or to the military functions appropriation of that MILDEP.
- c. Priorities for supplying items to SAOs will be in accordance with JCS policy as implemented by the MILDEPs.
- d. Requests for departmental publications will be governed by the following:
  - (1) Army—AR 25-30.
  - (2) Navy—NAVSUP Publication 2002, NAVSUP Publication 437; and NAVSUP Manual, volume 1, chapter V.
  - (3) Air Force—AFI 37-161.
- e. Authority for civilian clothing allowances for military personnel who are required to wear civilian clothing (as determined by the U.S. Ambassador and the Chief of the SAOs) will be obtained according to the regulations of the MILDEPs to which the individuals are assigned.
- f. The Department of the Air Force will furnish personal flying clothes and personal flying equipment to all rated members of the Air Force section of SAOs. (See AFMAN 23-110V2CD) Air Force funds will be used to pay for these items.
- g. The procedures for processing aviation petroleum requirements are as follows:

- (1) The Air Force sections of SAOs will submit aviation petroleum requirements in accordance with the instructions in AFM 67-1, volume I, part three, chapter 1, section b, or as directed by the appropriate unified commander. If these requirements are to be satisfied through a commercial servicing contract, the following information must be included:
  - (a) Name of the airport, city, and country.
  - (b) Grade of fuel and oil.
  - (c) Estimated quantities for each location.
- (2) The requirements in (1) (a) through (c) above will be transmitted to SA-ALC/SFRF, 1014 Billy Mitchell Boulevard, Suite 1, Kelly AFB, Texas 78241-5603, not later than 90 days before the effective date of the requirements or as directed by the appropriate unified commander.

h. Logistical support of SAOs within the USCENTCOM area of responsibility will be provided in accordance with AFMAN 23-110V2. The U.S. Air Force (USAF) element of United States Central Command (USCENTCOM), USCENTAF, in conjunction with the Headquarters Air Combat Command Director of Supply (HQ ACC/LGS), have command equipment management responsibility.

## **5-6. Requisitioning supplies and equipment**

- a. Chiefs of SAOs will requisition authorized supplies and equipment from points designated by the unified command.
- b. All requisitions for supplies and equipment will cite the appropriate available funds.
- c. Requisitions will be submitted in accordance with the regulations, TAs, JTAs, or CTAs of the responsible administrative agency.
- d. Responsibilities for the supply of items are indicated below by geographical areas.
  - (1) *Army items.* The supply centers for Army items are—
    - (a) United States Army, Europe (USAREUR), for SAOs located within the geographic area of USCINCEUR (including Africa, south of the Sahara).
    - (b) United States Army Pacific (USARPAC) for SAOs located within the geographic areas of USCINCPAC.
    - (c) United States Army South (USARSO) for SAOs located in Latin America.
    - (d) Warner-Robins Air Logistics Center (DSD), Robins AFB, GA 31098, for SAOs located within the geographic area of USCENTCOM.
  - (2) *Navy items.* The supply centers for Navy items, except when the designated distribution point is a specific Navy supply activity, are—
    - (a) Fleet and Industrial Supply Center (FISC), Oakland, California, for SAOs in the Pacific area and the Caribbean Basin. Fleet and Industrial Supply Center, Oakland will close effective September 1998 and its functions transferred to FISC, San Diego.
    - (b) Fleet and Industrial Supply Center, Norfolk, VA, for SAOs in Europe, Africa, Latin America, and the Middle East.
    - (c) Warner-Robins Air Logistics Center (DSSACAA), Robins AFB, GA 31098, for SAOs located within the geographic area of USCENTCOM.
  - (3) *Air Force items.* The supply centers for Air Force peculiar items are—

- (a) SAOs located within the geographic area of USCINCEUR, except Africa, south of the Sahara, will submit requisitions to support bases designated by U.S. Commander in Chief, USAF, in Europe.
- (b) SAOs located in Africa, south of the Sahara area of USCINCEUR and those SAOs within the USCINCCENT area of responsibility will submit requisitions to Warner-Robins Air Logistics Center (DSSCAA), Robins AFB, GA 31098.
- (c) The remaining SAOs in Asia and the Pacific will submit requisitions to support bases designated by the Commander, Pacific Air Force.
- (d) SAOs located in the Western Hemisphere will submit requisitions to support bases designated by the Commander, Air Combat Command.
- (e) Designated support bases will prepare requisitions according to MILSTRIP procedures in AFMAN 23-110.

#### **5-7. Authorization of additional items**

- a. Authorization of items that are in addition to the JTA or TA and that are chargeable to MILDEP funds will be governed by the regulations of the MILDEP responsible for funding the item.
- b. Urgent requests for Army-controlled equipment will be forwarded through command channels to U.S. Army Force Integration Support Agency, ATTN: MOFI-TPP-J, Ft. Belvoir, VA 22060-0578, in accordance with AR 71-13, paragraph 2-53.

#### **5-8. Reimbursement for the operation of aircraft assigned to SAOs**

Operation and maintenance costs of Army, Navy, or Air Force aircraft assigned to SAOs will be reimbursable from SAO administrative funds allocated by DSCA or financed from FMS case funds.

- a. The reimbursement will be made to the appropriate MILDEP on a flying hour rate basis or actual cost as determined by the MILDEP being reimbursed.
- b. If the SAO flying hour program will exceed the amount approved by DSCA, the SAO requiring additional flight hours will submit a request for approval through the appropriate unified command to the Director, Defense Security Assistance Agency, Arlington, VA 22202, or SECDEF WASH DC //USDP/ DSCA-PLANS-COMPT/BUDGET//.

#### **5-9. Maintenance support of U.S. aircraft and other equipment**

Usually, aircraft and other organic equipment used in support of the SAOs are located away from established maintenance facilities. Maintenance for aircraft and other equipment will be handled as follows:

- a. Maintenance for SAO and DIA assigned aircraft and other equipment will be handled as discussed below.
  - (1) Maintenance will be performed by the MILDEP owning the items or by an aircraft maintenance contract for C-12 aircraft.
  - (2) MILDEPs will finance the costs of POL and maintenance of SAO and DIA assigned aircraft (paras 4-2g(7) and 5-8), subject to reimbursement under Arms Export Control Act, Section 21b.
- b. Maintenance of U.S. aircraft and other equipment will be in accordance with AR 750-1 and OPNAVINST 4790.2F.
- c. Aircraft on station are maintained by civilian contract, administered by Air Force under integrated logistics support plan.

### **5-10. Property accounting and disposal**

Property accounting for SAO material will be in accordance with the regulations of the administrative agency. Redistribution or disposal of excess FMF property generated by the SAOs will be in accordance with DOD regulations as implemented by the appropriate administrative agency. The procedures are as follows:

- a. Property provided for SAO support (except aircraft) will be transferred by the supplying MILDEP to the administrative agency. To avoid duplication of status reporting (such as vehicles and office equipment), the status of the equipment will be reported after transfer by the administrative agency.
- b. If property is lost, damaged, or destroyed, accounting and liability procedures of the administrative agency will be used. These procedures will include routing and approval actions on DA Form 4697 for the Army and DD Form 200 for the Navy and the Air Force. These procedures will also include the imposition of pecuniary liability where applicable.

## **Chapter 6**

### **Foreign Military Sales Related and Other Claims**

Military departments may adjudicate claims of foreign governments and their citizens arising from the activities of SAOs or their personnel in accordance with the following:

- a. AR 27-20 and DA Pamphlet 27-162.
- b. Foreign claims regulations in Judge Advocate General (JAG) Instruction 5800.7C, (Navy JAG Manual).
- c. AFI 51-501.
- d. DODD 5500 series.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

###### **DOD 5105.38-M**

Security Assistance Management Manual. (Cited in paragraphs 2-2, 2-3, 4-1c, 4-1d, and 4-2g(7)(c).)

#### **Section II**

##### **Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation. Army and JCS publications listed below can be obtained from the Distribution Operations Facility, 1655 Woodson Road, St. Louis, Missouri 63114-6181. Navy publications can be obtained through standard requisitioning procedures and will be furnished from publication stocking locations, 'print on demand' sites, and so forth. Air Force publications can be obtained from the publishing distribution office (PDO) at the nearest Air Force base. DOD publications can be obtained from the OSD Publications Center, Pentagon, Rm. 3B960, Washington, DC 20301-1000. Department of State publications and forms can be obtained from the United States Diplomatic Mission in the host country.

###### **AF 65 series**

Financial Management

###### **AFAS 006**

Organizational and Administrative Equipment

###### **AFAS 014**

Training Devices for Weapons Systems and Other Training Applications

###### **AFAS 016**

Special Purpose Clothing and Personal Equipment

###### **AFAS 019**

Vehicles

###### **AFAS 403**

General Purpose Tools

###### **AFAS 410**

Morale, Welfare, Recreation, and Physical Training

###### **AFAS 411**

Chaplains, Chapel, and Religious Education Facilities

###### **AFAS 414**

Quarters Furnishings

###### **AFAS 454**

Libraries/Service Center

###### **AFAS 504**

Food Service

**AFAS 538**

Security Police Activities, Organizational Small Arms Equipment, Military Working Dogs, Associated Equipment. Confrontation Management, Air Base Ground Defense, Correction and Detention Equipment

**AFAS 752**

Aircraft Maintenance. AFMC Mission Support

**AFAS 760**

Aircraft Engine/Accessory Tools and Equipment

**AFH 41-114**

Military Health Services System (MHSS) Matrix

**AFI 23-111**

Management of Government Property in Possession of the Air Force

**AFI 24-201**

Cargo Movement

**AFI 24-201**

Passenger Movement

**AFI 36-2110**

Assignments

**AFI 36-2306**

The Education Services Program

**AFI 36-3014**

Clothing Allowance for Air Force Personnel

**AFI 36-3020**

Family Member Travel

**AFI 37-161**

Information Management Distribution Management

**AFI 41-115**

Authorized Health Care and Health Care Benefits in the Military Health Services Systems (MHSS)

**AFI 51-501**

Tort Claims

**AFI 51-502**

Personnel and Government Recovery Claims

**AFI 91-204**

Safety Investigations and Reports

**AFI 91-301**

Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program

**AFIND 10**

Numerical Index of Management Control and Authorization Program for Tables of Allowance (TA) and Allowance Source Codes (ASC) for USAF Activities

**AFMAN 23-110V2CD**

United States Air Force Supply Manual

**AFMAN 23-110V2CDPT13**

Standard Base Supply Customer's Procedures

**AFPAM 91-211**

U.S. Air Force Guide to Mishap Investigations

**AR 12-7**

Technical Assistance Field Teams (TAFT) and Technical Assistance Teams (TAT).

**AR 12-15/SECNAVINST 4950.4/AFR 50-29**

Joint Security Assistance Training (JSAT) Regulation.

**AR 25 series**

Information Management

**AR 25-30**

The Army Publishing and Printing Program

**AR 27-20**

Claims

**AR 27-40**

Litigation

**AR 40-3**

Medical, Dental, and Veterinary Care

**AR 55-46**

Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Overseas Areas

**AR 55-71**

Transportation of Personal Property and Related Services

**AR 215-1**

Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

**AR 385-10**

The Army Safety Program

**AR 385-40**

Accident Reporting and Records

**AR 420-90**

Fire and Emergency Services

**AR 614-185**

Requisitions and Assignment Instructions for Officers

**AR 614—200**

Enlisted Assignments and Utilization Management

**AR 621-5**

Army Continuing Education System (ACES)

**AR 700-84**

Issue and Sale of Personal Clothing

**AR 710-2**

Inventory Management Supply Policy Below the Wholesale Level

**AR 725-50**

Requisition, Receipt, and Issue System

**AR 750-1**

Army Materiel Maintenance Policy and Retail Maintenance Operations

**AR 840-10**

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

**CNET INST 1560.3D**

Navy Campus

**CTA 8-100**

Army Medical Department Expendable/Durable Items

**CTA 50-900**

Clothing and Individual Equipment

**CTA 50-909**

Field and Garrison Furnishings and Equipment

**CTA 50-970**

Expendable-Durable Items (Except: Medical, Class V, Repair Parts, and Heraldic Items)

**DA Pam 25-30**

Consolidated Index of Army Publications and Blank Forms

**DA Pam 27-162**

Claims Procedures

**DA Pam 700-16**

The Army Ammunition Management System

**DIA Manual 100-1**

Defense Attache Manual for Administration (DAMA)

**DOD 1330.17-R**

Armed Services Commissary Regulation

**DOD 4165.63-M**

DOD Housing Management

**DOD 4500.32-R**

Military Standard Transportation and Movement Procedures (MILSTAMP)

**DOD 4500.34-R**

Personal Property Traffic Management Regulation

**DOD 4500.36-R**

Management, Acquisition, and Use of Motor Vehicles

**DOD 4515.13-R**

Air Transportation Eligibility

**DOD 4525.6-M**

DOD Postal Manual

**DOD 5200.1-R**

Information Security Program Regulation

**DOD 6010.8-R**

Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)

**DODD 1005.13**

Gifts from Foreign Governments

**DODD 1015.6**

Funding of Morale, Welfare, and Recreation (MWR) Programs

**DODD 1100.12**

Authority for Establishing Specials Command Positions

**DODD 1330.17**

Armed Services Commissary Store Regulations

**DODD 1342.13**

Eligibility Requirements for Education of Minor Dependents in Overseas Areas

**DODD 2055.3**

Manning of Security Assistance Organizations and the Selection and Training of Security Assistance Personnel

**DODD 4165.63**

DOD Housing

**DODD 5105.47**

U.S. Defense Representative in Foreign Countries

**DODD 5118.3**

Comptroller of the Department of Defense

**DODD 5132.3**

DOD Policy and Responsibilities Relating to Security Assistance

**DODD 5132.10**

Security Assistance Technical Assistance Field Teams (TAFTs)

**DODD 5500 series**

Legal and Legislative: Claims

**DODD 7250.13**

Official Representation Funds

**DODI 1010.13**

Provision of Medically Related Services to Children Receiving or Eligible to Receive Special Education in DOD Dependent Schools Outside the United States

**DODI 1015.10**

Programs for Military Morale, Welfare, and Recreation (MWR)

**DODI 2110.31**

Contributions by Foreign Governments for Administrative and Operating Expenses of Military Assistance Programs

**DODI 4000.19**

Interservice and Intragovernmental Support

**DODI 7041.3**

Economic Analysis for Decisionmaking

**JAG INST 5800.7C**

Manual of the Judge Advocate General

**JCS MOP No. 75**

Manpower for Joint and International Activities

**JFTR**

Joint Federal Travel Regulations

**JFTRJTRAFSUP**

Joint Federal Travel Regulation, Joint Travel Regulation, AF Supplement

**JTR**

Joint Travel Regulations

**NAVCOMPT Manual, NAVSO P-1000, volume 3**

Navy Comptroller Manual: Appropriation, Cost, and Property Accounting (Field)

**NAVFAC P-930**

Navy Family Housing Manual

**NAVFACINST 11010.74**

Collateral Equipment Required to Initially Outfit Military Construction, Navy and Military Construction, Navy Reserve Projects

**NAVSUP Manual, volume 1**

Naval Supply Systems Command Manual, volume 1: Introduction to Supply

**NAVSUP P-4100**

Management List—Navy

**NAVSUP Pub 437**

MILSTRIP/MILSTRAP

**NAVSUP Pub 490**

Transportation of Personal Property

**NAVSUP Pub 2002**

Navy Stock List of Publications and Forms

**OPNAVINST 1540.48A**

Selection and Training of Security Assistance Personnel

**OPNAVINST 1700.7D**

Responsibility for Morale, Welfare, and Recreation (MWR) Programs in the Navy

**OPNAVINST 4630.25C**

Air Transportation Eligibility

**OPNAVINST 4790.2G**

Naval Aviation Maintenance Program

**OPNAVINST 5100.8G**

Navy Safety and Occupational Safety and Health Program

**OPNAVINST 5102.1C**

Mishap Investigation and Reporting

**OPNAVINST 11101.19E**

Management of Flag and General Officer Quarters (F&COQS)

**OPNAVINST 11101.28B**

Leasing Family Housing in Foreign Countries

**SB 700-20**

Army Adopted/Other Items Selected for Authorization/List of Reportable Items (Select and List Publications, as appropriate)

**SECNAVINST 5000.2B**

Implementation and Mandatory Procedures for Major and Non-Major Defense Acquisition Programs and Major and Non-Major Information Technology Acquisition Programs

**Section III****Prescribed Forms**

This section contains no entries.

**Section IV****Referenced Forms**

Except where otherwise indicated below, the following forms are available for Army users on the Army Electronic Library (AEL) CD-ROM (EM0001) and the USAPA web site ([www.usapa.army.mil](http://www.usapa.army.mil)). Air Force and the Navy users may obtain these forms from the OSD web site (<http://web1.whs.osd.mil/icdhome/icdhome.htm>).

**DA Form 260**

Request for Printing of Publication

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 4697**

Department of the Army Report of Survey

**DD Form 200**

Financial Liability Investigation of Property Loss (Forms may be obtained from the Navy supply system per CD ROM NAVSUP P-600 (NLL): 0102-LF-014-5700.)

**DD Form 1144**

Support Agreement (Forms may be obtained from the Navy supply system per CD ROM NAVSUP P-600 (NLL): 0102-LF-011-9100.)

**DD Form 1842**

Claim for Loss of or Damage to Personal Property Incident to Service

**DSAA Form 78-001**

Request for Revenue Traffic Aircraft (A copy of this form, which can be replicated, is located in DOD 5105.38-M.)

**SF 95**

Claim for Damage, Injury or Death (May be ordered from General Services Administration, NSN 7540-00-634-4046.)

## **Appendix B**

### **Instructions for Developing Joint Tables of Allowances**

#### **B-1. Heading**

- a. Insert the JTA number and OPNAV instruction number in both locations in the heading.
- b. Leave the date blank. This is the date the publication is distributed to its users; it is assigned by USAPPC (SAIS-PRP).

#### **B-2. Title**

Use the title of the security assistance organization for the title of the JTA; for example UNITED STATES MILITARY GROUP, (COUNTRY); OFFICE OF MILITARY OR DEFENSE COOPERATION, (COUNTRY).

#### **B-3. Table of contents**

Type the main divisions of the JTA by number and title exactly as they appear in the text.

#### **B-4. Section I, General**

- a. Section 1, GENERAL, is the same for all JTAs whether single or consolidated.
- b. In paragraphs 1 and 2, insert the SAO title as indicated by "(JTA title)," and insert the name of the country covered by this JTA as indicated by "(country)."
- c. Use the related authorizations in paragraph 3 as a guide for documents authorizing equipment that cannot be included in section II. As a minimum, include all of the related authorization documents that apply to this JTA.
- d. Use the listing of regulations and other related publications in paragraph 4 as a guide to those that should be included in the JTA. Select and list publications, as appropriate.

#### **B-5. Section II, Equipment**

- a. Use Section II, Equipment. Type the part numbers and part titles as indicated in the format sample; that is, part 1. Department of the Army Items, part 2. Department of the Navy Items, and part 3. Department of the Air Force Items.
- b. Type the column headings as indicated in the format sample; that is, line item number (LIN) or national stock number (NSN) as appropriate, nomenclature, required (REQ), and authorized (AUTH).
- c. For Army equipment (part 1), type the LIN, the nomenclature (in caps) from the latest edition of SB 700-20, and the required and authorized quantities, under the appropriate column headings.
- d. When the Army is the administrative agency for a JTA, commercial items of equipment that cost less than \$5,000 and are not identical to items CTAs, will be included without a LIN and listed after the line item numbered items. They will be identified under the following heading: COMMERCIALLY AVAILABLE ITEMS NOT REQUIRING ASSIGNMENT OF LIN IN ACCORDANCE WITH AR 71-13, PARAGRAPHS 2-44 and 2-45. (If the Navy or the Air Force is administrative agency for a JTA, this method cannot be used for the authorization of commercial equipment).
- e. For Navy and Air Force equipment (parts 2 and 3), type the NSN, the nomenclature (in caps) from its proper authorization publication, and the required and authorized quantities under the appropriate column headings.

- f. When the Navy or Air Force is the administrative agency for a JTA, commercial items of equipment costing less than \$5,000, that are not identical to items in AFASs and that have not been assigned NSNs will be included under part 2 or part 3 for Navy or Air Force, respectively, by using a pseudo-NSN; for example, 4100-00-L00-0001. (The first four digits are the Federal Supply Classification Class. The next two are the national codification bureau code for USA. The last seven digits will be one or more alphabetic characters and the rest numeric).
- g. Army equipment in section II, part 1, will be listed in alphanumeric LIN sequence. Commercial items without LINs will be listed in alphabetical order by nomenclature. Navy and Air Force equipment in section II, parts 2 and 3, will be listed in NSN sequence. If no equipment is listed under any of the parts, type "None" after the part title.

#### **B-6. Appendix**

- a. After part 3 of section II, type "APPENDIX. Equipment as Furnished by Host Government."
- b. If the host government furnishes any equipment, type the nomenclature as descriptively as possible and the required and authorized quantities. If none is furnished, type "None" after the appendix title.

#### **B-7. Supersession notice**

Place the supersession notice at the bottom of the first page if this JTA revises a previous JTA. Place the JTA number, the OPNAVINST number, and AFAS number (if used), and the date of issue of the superseded JTA.

---

Joint Tables of Allowances No. (number) OPNAVINST (number)	*JTA (number) *OPNAVINST (number) DEPARTMENTS OF THE ARMY, THE NAVY, AND THE AIR FORCE WASHINGTON, DC (date)
--	--

(Title of Security Assistance Organization)

	Page
Section I. GENERAL.....	1
II. EQUIPMENT.....	6
Part 1. Department of the Army Items.....	6
Part 2. Department of the Navy Items.....	6
Part 3. Department of the Air Force Items.....	7
Appendix. Equipment as Furnished by Host Government	

##### Section I. GENERAL

1. Authorization. This table is in accordance with AR 1-75/SECNAVINST 4900.49 /AFJI 16-104 and the AR 25 series. Together with documents listed in paragraph 3, it is the authority for the designated State Department officials to requisition and issue, in accordance with pertinent State Department or Department of the Army directives, all items of equipment listed herein unless otherwise indicated.

**Figure B-1. Sample format for a Joint Tables of Allowances**

---

---

2. Application.

a. Items of equipment listed herein are authorized for the operation of (JTA title). The mission of this unit is to administer U.S. military assistance to (country) including the international sales and logistics program and residual aspects of the grant aid military assistance program to foster host country military competence and further U.S. national policies and interests.

b. Procurement, issue, substitution, and retention of items of equipment authorized herein will be accomplished in accordance with AR 1-75/SECNAVINST 4900.49 /AFJI 16-104 and the provisions of Joint State/Defense Airgram CA 727, subject: Transfer of USMILGP Administrative and Support Functions to the Embassy.

C. Allowances listed in section II herein are not duplicated by authorizations listed in paragraph 3.

d. Trophies and articles of historical nature are not listed in this table but may be retained until unserviceable.

e. When an LCC-A preferred item is authorized in the JTA and a suitable substitute is on hand, such items normally will be retained until not economically repairable.

f. Items of equipment authorized herein, except commercial non-type-classified items, are the latest adopted type articles. Priorities of issue of substitute items pending availability of later models, or in lieu thereof until exhausted, are established and authorized by current supply directives.

g. The listing of an item or set, kit, or outfit in this table provides authority for acquisition of applicable repair parts, accessories, special tools, and components thereof that are shown in applicable manuals, listings, and bulletins, commensurate with the assigned responsibilities for maintenance and the density of the authorized items.

h. Issues made by a military department against authorizations and allowances contained in this JTA will be chargeable to the appropriate military functions appropriation.

i. Issue made by the Department of State against authorizations and allowances contained in the JTA will be chargeable to the (JTA title) operating funds.

j. Items contained in this JTA are authorized only to the extent that these same, or comparable, items are not furnished by the Department of State or the host government.

k. Unless otherwise restricted by orders or regulations, the allowances listed herein may be decreased or deleted at the request and discretion of the commander. The use of authorizations established herein is a command function; the commander is not required to request to the full extent of authorization allowances. The retention of authorized items and the enforcement of supply economy also are command functions to be exercised by the commander of (JTA title) authorized equipment by this table.

---

**Figure B-1. Sample format for a Joint Tables of Allowances—Continued**

---

3. Related authorizations.

AR 840-10	Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.
CTA 8-100	Army Medical Department Expendable/Durable Items.
CTA 50-900	Clothing and Individual Equipment.
CTA 50-909	Field and Garrison Furnishings and Equipment.
CTA 50-970	Expendable/Durable Items (Except: Medical, Class V, Repair Parts, and Heraldic Items).
AFAS 006	Organizational and Administrative Equipment.
AFAS 019	Vehicles.
AFAS 014	Training Devices for Weapons Systems and Other Training Applications.

\*This table supersedes JTA (number)/OPNAVINST (number)/AFAS (number) (date), including all changes.

AFAS 016	Special Purpose Clothing and Personal Equipment.
AFAS 403	General Purpose Tools.
AFAS 410	Morale, Welfare, Recreation, and Physical Training.
AFAS 411	Chaplains, Chapel, and Religious Education Facilities.
AFAS 414	Quarters Furnishings.
AFAS 454	Libraries/Service Center.
AFAS 504	Food Service (Nontactical).
AFAS 538	Security Policy Activities, Organizational Small Arms Equipment Military Working Dogs, Associated Equipment. Confrontation Management, Air Force Ground Defense, Correction and Detention Equipment.
AFAS 752	Aircraft Maintenance. AFMC Mission Support.
AFAS 760	Aircraft Engine/Accessory Tools and Equipment.

4. Regulations and other related publications.

AR 1-75/ SECNAVINST 4900.49/ AFJI 16-104	Administrative and Logistical Support of Overseas Security Assistance Organizations.
AR 25-30	The Army Publishing and Printing Program.
AR 71-13	The Department of the Army Equipment Authorization and Usage Program.
AR 310-49	The Army Authorization Documents System (TMDS).

---

**Figure B-1. Sample format for a Joint Tables of Allowances—Continued**

---

---

AR 385-32	Protective Clothing and Equipment.
AR 420-90	Fire Protection.
AR 700-84	Issue and Sale of Personal Clothing.
AR 710-2	Supply Policy Below the Wholesale Level.
AR 725-50	Requisitioning, Receipt, and Issue System.
AR 735-5	Basic Policies and Procedures for Property Accountability.
NAVSUP Manual	Naval Supply Systems Command Manual, volume 1.
NAVFAC P-930	Navy Family Housing Manual.
NAVFACINST	Collateral Equipment Required to Initially Outfit Military Construction, Navy 11010.74 and Military Construction, Naval Reserve Projects.
NAVSO P-1000	Navy Comptroller Manual.
NAVSUP P 4100	Management List-Navy.
OPNAVINST 11101.19E	Management of Flag and General Officer Quarters (F&GOQS).
OPNAVINST 11101.28B	Leasing Family Housing in Foreign Countries.
SECNAVINST 5000.2B	Implementation and Mandatory Procedures for Major and Non-Major Defense Acquisition Programs and Major and Non-Major Information Technology Acquisition Programs.
AFMAN 23-110	USAF Supply Manual.
AFMAN 23-110 V2CDPT13	Standard Base Supply Customer's Procedures.
AFIND 10	Numerical Index of Management Control and Authorization Program for Tables of Allowance (TA) and Allowance Source Codes (ASC) for USAF Activities.
AFI 23-111	Management of Government Property in Possession of the Air Force.
AFI 36-3014	Clothing Allowance for Air Force Personnel.
AFI 37-161	Information Management Distribution Management.
DOD 4500.36-R	Management, Acquisition, and Use of Motor Vehicles.
DA Pam 25-30	Consolidated Index of Army Publications and Blank Forms.
DA Pam 25-32	Foreign Military Sales Publications Guide.
SB 700-20	Army Adopted/Other Items Selected for Authorization>List of Reportable Items.

---

**Figure B-1. Sample format for a Joint Tables of Allowances—Continued**

---

Section II. EQUIPMENT

Part 1. Department of the Army Items.

LIN	Nomenclature	Req	Auth
L08861	JACK DOLLY TYPE PNEUMATIC: 3000 LB. CAPACITY .....	2	
P77040	PROJECTOR MOTION PICTURE .....	6	6
W38895	TOOL KIT GENERAL MECHANICS LIGHT WEIGHT SHOP SET .....	2	2
COMMERCIALLY AVAILABLE ITEMS NOT REQUIRING ASSIGNMENT OF LIN IN ACCORDANCE WITH AR 71-13, PARAGRAPHS 2-44 AND 2-45.			
	AIR CONDITIONER 12,000 BTU .....	2	2
	PROJECTOR OVERHEAD PORTABLE .....	2	2

Part 2. Department of the Navy Items.

NSN	Nomenclature	Auth	Req
2310-00-427-5554	AUTOMOBILE: SEDAN COMPACT 4 by 2 .....	4	4
2320-00-090-7885	TRUCK CARGO: 1/2 to 3/4 TON .....	1	1
2320-01-090-7834	TRUCK CARRYALL: 1/2 TON 4 by 2 4500-5500 GVW ...	1	1

Part 3. Department of the Air Force Items. None.

APPENDIX. Equipment as Furnished by Host Government (as applicable).

**Figure B-1. Sample format for a Joint Tables of Allowances—Continued**

---

**Appendix C**

**Instructions for the Development of a Consolidated Joint Tables of Allowances**

**C-1. Heading**

- a. Insert the JTA number and OPNAV instruction number in both locations in the heading.
- b. Leave the date blank. This is the date the publication is distributed to its users: it is assigned by USAPA (JDHQSV-PAP).

**C-2. Title**

Use a general title for a consolidated JTA; for example, UNITED STATES SECURITY ASSISTANCE ORGANIZATIONS, PACIFIC.

**C-3. Table of contents**

Type the main divisions of the consolidated JTA by number and title exactly as they appear in the text.

#### **C-4. Section 1, General**

- a. Section 1, GENERAL, is the same for all JTAs, whether single or consolidated. However, this section must pertain to all units in the consolidated JTA. (See fig B-1 for guidance on format and preparation.)
- b. In Section 1, insert the SAO title as indicated by "(JTA title)" and insert the name of the country covered by this consolidated JTA as indicated by "(country)."

#### **C-5. Section II, Equipment**

- a. Use Section II, Equipment. Use a separate annex for each country or unit. Type the name of the country or unit title after the annex number; for example, Annex 2. (INDIA).
- b. Type the part numbers and part titles as indicated in the format sample; that is, part 1. Department of the Army Items, part 2. Department of the Navy Items, and part 3. Department of the Air Force Items.
- c. Type the column headings as indicated in the format sample; that is, LIN or NSN as appropriate, Nomenclature, REQ, and AUTH.
- d. For Army equipment (part 1), type the LIN, the nomenclature (in caps) from the latest edition of SB 700-20, and the required and authorized quantities under the appropriate column headings.
- e. When the Army is the administrative agency for a consolidated JTA, commercial items of equipment that cost less than \$5,000 and are not identical to items in CTAs will be included without a LIN and listed after the line item numbered items. They will be identified under the following heading: COMMERCIALLY AVAILABLE ITEMS NOT REQUIRING ASSIGNMENT OF LIN IN ACCORDANCE WITH AR 71-13, PARAGRAPHS 2-4 AND 2-5. (If the Navy or Air Force is administrative agency for a consolidated JTA, this method cannot be used for the authorization of commercial equipment.)
- f. For Navy and Air Force equipment (parts 2 and 3), type the NSN, the nomenclature (in caps) from its proper authoritative publication, and the required and authorized quantities under the appropriate column headings.
- g. When the Navy or the Air Force is the administrative agency for a consolidated JTA, commercial items of equipment costing less than \$5,000 that are not identical to items in TAs and that have not been assigned NSNs will be included under part 2 for Navy or part 3 for Air Force by using a pseudo-NSN; for example, 4110-00-L00-0001. (The first four digits are the Federal Supply Classification Class. The next two are the national codification bureau code for USA. The last seven digits will be one or more alphabetic characters and the rest numeric.)
- h. Army equipment in part 1 of each annex will be listed in alphabetic LIN sequence. Commercial items without LINs will be listed in alphabetical order by nomenclature. Navy and Air Force in parts 2 and 3 of each annex will be listed in NSN sequence. If no equipment is listed under any of the parts, type "None."

#### **C-6. Supersession notice**

Place the supersession notice at the bottom of first page. Place the JTA number, the OPNAVINST number and AFAS number (if used), and the date of issue of the superseded JTA.

Joint Tables of Allowances  
No. (number)  
OPNAVINST (number)

\*JTA (number)  
\*OPNAVINST (number)  
DEPARTMENTS OF THE ARMY,  
THE NAVY, AND THE AIR FORCE  
WASHINGTON, DC (date)

(Title)

Page

Section I. GENERAL .....	1
II. EQUIPMENT	
Annex 1. (Country) .....	6
Annex 2. (Country) .....	6

Appendix. Equipment as Furnished by Host Government

Section I. GENERAL

(This sectional is the same as in a single Joint Tables of Allowances (see fig B-1 for guidance on format and preparation). However, this section must pertain to all consolidated units in the JTA.)

Section II. EQUIPMENT

Annex 1. (Country)

Part 1. Department of the Army Items.

LIN	Nomenclature	Req	Auth
B04441	AUTOMOBILE SEDAN: CLASS II COMPACT .....	1	1
<hr/>			
NSN	Nomenclature	Req	Auth
Q27006	RADIO SET: AN/PRC-93 .....	2	2
R91244	REVOLVER CALIBER .38 SPECIAL: 4-IN BARREL .....	4	4
X42064	TRUCK CARRYALL; 1/2 TON 4 BY 2 4500-5500GVW .....	1	1
COMMERCIALLY AVAILABLE ITEMS NOT REQUIRING ASSIGNMENTS OF LIN IN ACCORDANCE WITH AR 71-13, PARAGRAPHS 2-44 AND 2-45.			
	RADIO SET MOBILE: AUTO MOUNTED .....	2	2
	TOWER: ANTENNA .....	1	1

Part 2. Department of the Navy Items.

NSN	Nomenclature	Req	Auth
6720-00-356-2874	CAMERA: POLAROID ELECTRIC EYE .....	1	1

**Figure C-2. Sample format for a consolidated Joint Tables of Allowances**

---

Part 3. Department of the Air Force Items. None.

APPENDIX. Equipment as Furnished by Host Government. None.

Annex 2. (Country Name)

Part 1. Department of the Army Items.

LIN	Nomenclature	Req	Auth
B04832	AUTOMOBILE STATION WAGON: CLASS II COMPACT .....	2	2
F87531	DEHUMIDIFIER: SPACE 10000 CU FT .....	1	1
P76651	PROJECTION SET: MOTION PICTURE .....	1	1
Q85835	RADIO SET: MOBILE VEHICULAR .....	4	4
S59222	SCREEN PROJECTOR: BM10 .....	1	1
X42201	TRUCK CARRYALL: 1/2 to 3/4 TON 4 by 4 5000-7000GVW .2	2	
COMMERCIALLY AVAILABLE ITEMS NOT REQUIRING ASSIGNMENT OF LIN IN ACCORDANCE WITH AR 71-13, PARAGRAPHS 2-44, AND 2-45.			
	AIR CONDITIONER 14,000 BTU .....	6	6
	INTERCOM SET W/POWER SUPPLY .....	1	1
	WATER COOLER .....	1	1

\*This table supersedes JTA (number)/OPNAVINST (number)/AFAS (number)(date), including all changes.

**Figure C-2. Sample format for a consolidated Joint Tables of Allowances—Continued**

---

**Appendix D**  
**Instructions for the Development of a Change to a Joint Tables of Allowances**

**D-1. Heading**

- a. Insert the change number after "C" and "CH" in both locations in the heading. Insert the JTA number and OPNAV instruction number in both locations in the heading.
- b. Leave the date blank. This is the date the publication is distributed to its users; it is assigned by USAPA (JDHSQV-PAP).

**D-2. Title**

Use the same SAO title as on the basic JTA.

**D-3. Body**

- a. Insert the JTA and OPNAVINST numbers of the basic JTA and the publication date of the basic JTA.
- b. If a change is made in section I—
  - (1) Type "Section 1. GENERAL," the paragraph number, and the paragraph title.
  - (2) Type the item(s) to be deleted, followed by "Delete entire item."
  - (3) Type the item(s) to be added without any comment.
- c. If a change is made in section II—

- (1) Type "Section II. EQUIPMENT."
- (2) Type the part number and part title; for example, "Part 1. Department of the Army Items."
- (3) Type the column headings; that is, LIN or NSN as appropriate, Nomenclature, REQ, and AUTH.
- (4) For Army equipment, type the LIN, the nomenclature (in caps) from the latest edition of SB 700-20, and the required and authorized quantities under the appropriate column headings.
- (5) For Navy and Air Force equipment, type the NSN, the nomenclature (in caps) from its proper authoritative publication, and the required and authorized quantities under the appropriate column headings.
- (6) If the quantities are changed from the basic JTA or previous change, type "Prior allowances superseded" under the nomenclature.
- (7) If the item of equipment is added, it should be typed as indicated in (4) or (5) above without comment.
- (8) If equipment previously authorized is deleted, the LIN or NSN and the nomenclature should be typed and "Delete entire item" should be typed under the nomenclature.

C(number), Joint Tables of Allowances No. (Number)      OPNAVINST(nuber),  
CH-(number)  
OPNAVINST (number), CH-(number)      DEPARTMENTS OF THE ARMY,  
THE NAVY, AND THE AIR FORCE  
WASHINGTON, DC (date)

(Title of Security Assistance Organization)

JTA (number)/OPNAVINST (number), (date) is changed as follows:

## Section 1. GENERAL

### 3. Related authorizations.

CTA 50-913 Office Type Furniture and Equipment. Delete entire item.  
CTA 50-909 Field and Garrison Furnishings and Equipment

## Section 11. EQUIPMENT

Part 1. Department of the Army Items.

LIN	Nomenclature	Req	Auth
B04441	AUTOMOBILE SEDAN: CLASS II COMPACT .....	2	2
	Prior allowance superseded.		
B04715	AUTOMOBILE SEDAN: CLASS III MID-SIZE		
	Delete entire item.		
Q85835	RADIO SET: MOBILE VEHICULAR.....	4	4

#### Figure D-1. Sample Change to Joint Tables of Allowances

## **Glossary**

### **Section I** **Abbreviations**

#### **AIA**

Army International Activities

#### **AIK**

assistance-in-kind

#### **AMC**

Air Mobility Command

#### **ARFCOS**

Armed Forces Courier Service

#### **BOI**

basis of issue

#### **CONUS**

Continental United States

#### **CTA**

Common Tables of Allowances

#### **DA**

Department of the Army

#### **DCS**

Defense Courier Service

#### **DFAS**

Defense Finance and Accounting Service

#### **DIA**

Defense Intelligence Agency

#### **DOD**

Department of Defense

#### **DODDS**

Department of Defense Dependents School

#### **DOS**

Department of State

#### **DSCA**

Defense Security Cooperation Agency

#### **DTD**

domicile to duty

#### **EML**

environmental and morale leave

#### **ETSS**

extended training service specialist

**FAA**

Foreign Assistance Act

**FAO**

foreign area officer

**FMF**

foreign military financing

**FMS**

foreign military sales

**FY**

fiscal year

**ICASS**

international cooperative administrative support services

**IMETP**

International Military Education and Training Program

**JAG**

Judge Advocate General

**JCS**

Joint Chiefs of Staff

**JFTR**

Joint Federal Travel Regulation

**JS**

Joint Staff

**JTA**

joint tables of allowances

**JTR**

Joint Travel Regulation

**LIN**

line item number

**LOA**

Letter of Offer and Acceptance

**MILDEP**

military department

**MOP**

memorandum of policy

**MPS**

manpower system; Military Postal Service

**MTT**

Mobile Training Team

**MWR**

morale, welfare, and recreation

**NAF**  
nonappropriated fund(s)

**NATO**  
North Atlantic Treaty Organization

**Navy IPO**  
Navy International Programs Office

**NSN**  
national stock number

**OHA**  
overseas housing allowance(s)

**PCS**  
permanent change of station

**POL**  
petroleum, oils, and lubricants

**QAT**  
Quality Assurance Team

**SAMM**  
Security Assistance Management Manual

**SAO**  
security assistance organization

**SECDEF**  
Secretary of Defense

**TA**  
tables of allowance

**TAFT**  
technical assistance field team

**TAT**  
technical assistance team

**TDA**  
tables of distribution and allowances

**TDY**  
temporary duty

**U.S.**  
United States

**USAEARA**  
U.S. Army Equipment Authorization Review Activity

**USAF**  
U.S. Air Force

**USAREUR**  
U.S. Army, Europe

**USARPAC**

U.S. Army, Pacific

**USARSO**

U.S. Army, South

**USCENTCOM**

U.S. Central Command

**USCINCCENT**

Commander in Chief, U.S. Central Command

**USCINCEUR**

Commander in Chief, U.S. European Command

**USCINCLANT**

Commander in Chief, U.S. Atlantic Command

**USCINCSO**

Commander-in-Chief, U.S. Southern Command

**USEUCOM**

U.S. European Command

**USSOUTHCOM**

U.S. Southern Command

**VE**

voluntary education

**WRALC/DSD**

Warner Robins Air Logistics Center

**Section II****Terms****Administrative agency (executive agent)**

The military department that provides administrative and logistical support to security assistance organizations and activities within its geographic area.

**Administrative and logistical support**

Personnel, facilities, equipment, materials, and other services necessary for security assistance organizations, teams, or personnel to carry out assigned security assistance missions.

**Defense requirement survey teams**

Temporary teams that assess the overall foreign country defense requirements. Normally, these teams originate as a result of high level decisions within the U.S. Government—

- a. In response to a U.S. security assistance initiative for a specific country.
- b. As the result of an agreement with a foreign country.

**Extended Training Service Specialist**

DOD extended training service specialists composed of DOD military and civilian employees. These personnel—

- a. Are employed on a PCS basis.
- b. Provide in-country advice and instruction in the installation, operation, and maintenance of weapons, equipment, and systems.

**Foreign military sales**

Defense articles and services sold to foreign countries or international organizations under the Arms Export Control Act of 1976, as amended.

**International Military Education and Training Program**

Formal or informal education and training provided to military and related civilian personnel of friendly countries in the United States or overseas. The education and training is provided on a grant basis under the Foreign Assistance Act of 1961, as amended. Such education and training may be provided through—

- a. Attendance at military education and training facilities other than service academies.
- b. Attendance in special courses of instruction at schools and institutions of learning and research.
- c. Observation and orientation visits to military facilities and related activities.
- d. Technical, training, educational, and informational publications.

**Military Assistance Program**

Defense articles transferred and service provided to foreign countries or international organizations as grant aid or loans under the Foreign Assistance Act of 1961, as amended

**Mobile training team**

Team of U.S. DoD personnel on temporary duty in a foreign country for the purpose of training foreign personnel in the operation, maintenance, or support of defense equipment, as well as training for general military operations.

**National Disclosure Policy**

National policy, including disclosure criteria and limitations, definition of terms, release arrangements, and other guidance required to release classified U.S. military information through approved channels to an authorized representative of a foreign government or international organization.

**Security assistance**

DOD activities carried out under—

- a. The Foreign Assistance Act of 1961, as amended.
- b. The Arms Export Control Act of 1976, as amended.
- c. Related legislative authorization and appropriations acts.
- d. Other applicable statutory authority.

**Security assistance organization**

All DOD elements, including defense attache offices, located in a foreign country carrying out security assistance management functions under the Foreign Assistance Act of 1961, as amended, section 515, regardless of actual title assigned. SAOs include military assistance advisory groups, military missions, U.S. military groups, offices of defense cooperation, offices of military cooperation, offices of defense representative, and other similar organizations located in foreign countries as part of the U.S. Embassy country team. These organizations are established for a long-term basis to manage international security assistance programs.

**Technical assistance field teams**

Teams that perform services for limited periods of time on a fully reimbursable basis under the Arms Export Control Act, section 21(a), and DOD Directive 5132.10. These personnel—

- a. Are employed on a permanent change of station basis.
- b. Provide in-country technical assistance and training to the armed forces of a foreign government on specific equipment, technology, weapons, and supporting systems when these requirements cannot be satisfied by mobile training teams, technical assistance teams, the Field Training Service, or commercial contracts.

#### **Technical assistance teams**

Teams that perform services for specific purposes and periods of time on a fully reimbursable basis under the Arms Export Control Act, section 21(a), or as a part of FMF. These personnel—

- a. Are deployed on a TDY basis.
- b. Provide in-country technical assistance to the armed forces of a foreign government on specific equipment, technology, procedures, weapons, and supporting systems when the requirement cannot be properly satisfied by training programs or commercial contracts in the United States (including Hawaii and Alaska).

### **Section III**

#### **Special Abbreviations and Terms**

This section contains no entries.

## **Index**

This index is organized alphabetically by topic and subtopic within topic. Topics and subtopics are identified by paragraph number.

### **Claims**

FMS related and other claims, Chapter 6

### **Funding**

Administrative funds, use of, 3-1, 3-5, 3-8, 4-1, 4-2, 4-3, 4-4, 5-5, 5-8  
Appropriated and nonappropriated funds, 3-1, 4-3  
FMS case, use of, 1-4, 1-5, 3-2, 3-5, 4-1, 4-2, 5-5  
FMF funds, 4-1, 4-2  
Military functions appropriations, 4-3, 4-4  
Operation and maintenance funds, 1-4, 4-1, 4-2, 5-8  
Other funds, 1-5, 2-2, 3-3  
Representation costs, 4-1, 4-7  
Security assistance, 2-2

### **Joint Tables of Allowances**

Basic policies, 5-1  
Consolidated JTA, 5-1  
Instructions for developing, 5-1  
JTA change, 5-1  
Sample of, 5-1  
Submission of, 5-3

### **Manning and personnel**

Education, 3-6, 3-10  
Emergency leave, 3-3  
Excess, 2-5  
Health services for, 3-5  
Housing for, 3-7  
Manning policy, 2-2  
MWR activities for, 3-1, 3-4  
Requisitioning of, 2-6

### **Responsibilities, policies, and procedures**

Accounting and financial support, 4-1  
Unified commands and commanders, 1-4, 2-3, 3-1, 4-6, 5-2, 5-3  
Administrative agencies, heads of, 1-4, 5-2, 5-5  
Defense Security Assistance Agency, 1-4, 2-3, 4-1, 4-2, 5-8  
MILDEP component commands, heads of, 1-4, 5-5  
MILDEPs, and heads of, 1-4, 4-1  
OJCS, 2-3  
SAO chiefs, 1-4, 2-3, 2-6, 5-2  
U.S. Army Equipment Authorization Review Activity, 5-3

### **Shipment, travel, or transportation**

Commissary goods, 3-4  
Domicile to duty, 3-9  
Emergency leave, for purposes of, 3-3, 3-5, 4-2  
EML travel, 3-2  
Postal and courier services, 1-5  
SAO vehicles, 3-8  
TDY travel costs, 4-2, 4-4  
Transportation of goods and personal property, 4-2, 4-5  
Travel arrangements, 4-5

### **Supplies**

Commercial items, 5-1  
Departmental publications, 5-5  
Requisitioning procedures for, 5-6. See also JTA, responsibilities for, 5-2